

## General Instructions

- (1) The Annual Report is available in electronic form on the Colorado Public Utilities Commission's website at:

<http://www.dora.state.co.us/puc/trans/TransAnnualRpt.html>

- (2) The Annual Report has been revised. **Please do not use a prior year's version.** The electronic version of the Annual Report includes formulas in certain cells. Cells containing formulas are highlighted in yellow on the report. These cells have been password protected. Please do not attempt to enter numerical values in these cells. However, if you are completing the Annual Report manually, please continue to compute totals for each section.

### Filing Deadline

- (1) Annual Reports shall be filed no later than **April 30, 2012**, for the reporting period of January 1, 2011 to December 31, 2011.
- (2) If you are not able to file the Annual Report by the April 30, 2012 deadline, you must file a Motion for an "Extension of Time to File" in proceeding number (12M-147TR). The motion should be filed by April 30, 2012 and must state good cause why you are unable to meet the filing deadline. Any motion for extension of time shall be referred to an Administrative Law Judge for disposition.

### How to File the Annual Report

- (1) Each common and contract carrier is ***strongly encouraged*** to submit an executable electronic copy of its annual report (*e.g.*, in Excel) in the appropriate proceeding number (12M-147TR) via the Commission's E-Filings system at:

<https://www.dora.state.co.us/pls/efi/EFI.homepage>.

- (2) To file electronically, each common and contract carrier must have at least one company representative registered as a Filer Administrator. If your utility is currently not set up to file through E-Filings, contact Alison Torvik at [alison.torvik@dora.state.co.us](mailto:alison.torvik@dora.state.co.us) or (303) 894-2885 or Cheryl Fisher at [cheryl.fisher@dora.state.co.us](mailto:cheryl.fisher@dora.state.co.us) or (303) 894-2040.
- (3) Once logged into the E-Filings system, at "Filing Center," select "File Document". The annual report must be filed as an existing proceeding. Next, select "File in an Existing Proceeding" and insert proceeding no. 12M147TR. The common or contract carrier's name, along with "2011 Annual Report" should be inserted in the Title field, (*e.g.*, "Greeley Shuttle Company\_2011 Annual Report").

- (4) In the alternative, a common or contract carrier may mail the signed original of the report, one copy of the report, and an executable electronic file on CD. Mail the original, the copy, and the CD of the annual report to the following address: Colorado Public Utilities Commission, 1560 Broadway, Suite 250, Denver, CO 80202.
- (5) Failure to file the annual report with the Commission by April 30, 2012, may result in severe penalties, including possible revocation of the carrier's Certificate of Public Convenience and Necessity or Contract Carrier Permit.
- (6) If any common or contract carrier does not have access to the Internet, please contact the Commission, and the Commission will provide the form in hard copy. Please contact Gary Gramlick at 303-894-2870 if you need assistance.