

Colorado Public Utilities Commission Pipeline Annual Report

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

<http://dora.colorado.gov/puc/>

CPUC Filing Deadline

- (II) The Annual Report shall be filed no later than **April 30, 2013**, for the reporting period of January 1, 2012 to December 31, 2012.
- (III) If you are not able to file the Annual Report by the April 30, 2013, deadline, you must file a Motion for an "Extension of Time to File" in proceeding number (13M-0124GPS). The motion should be filed by April 30, 2013 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 CPUC Annual Report

- (IV) Each pipeline carrier is *strongly encouraged* to submit an electronic copy of its annual report in the appropriate proceeding number (13M-0124GPS) via the Commission's E-Filings system at <https://www.dora.state.co.us/pls/efi/EFI.homepage>.

To file electronically, each pipeline 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@state.co.us or (303) 894-2885 or Cathy Lopez at cathy.lopez@state.co.us or (303) 894-2029.

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 number 13M-0124GPS. The pipeline carrier's name, along with "2012 Annual Report" should be inserted in the *title* field, (e.g. "Greeley Pipeline Company_2012 Annual Report").

- (V) In the alternative, a pipeline carrier may mail the signed original of the report and one copy of the report. Mail the original and the copy of the annual report to the following address: Colorado Public Utilities Commission, 1560 Broadway, Suite 250, Denver, Colorado 80202.

Colorado Department of Revenue's Form DR 0525

- (VI) A copy of the Colorado Department of Revenue's Annual Report of Public Utility Intrastate Gross Operating Revenue, Form DR 0525, should also be submitted to the Commission by April 30, 2013. The copy of Form DR 0525 may be submitted through the E-Filing system or mailed to the Commission.

Please contact Gary Gramlick at 303-894-2870 if you need assistance.