



Public Utility Districts General Instructions Oregon Property Tax Report

When to file

File on or before **March 17, 2008**.

Where to file

Mail all schedules, reports, forms, and attachments to:

Valuation Section
Property Tax Division
Oregon Department of Revenue
PO Box 14600
Salem OR 97309-5075

Extension of time for filing statement

The department is allowed by law [Oregon Revised Statute (ORS) 308.535] to extend the time for filing this statement for good cause. To receive an extension, send us a written request explaining your need for the extension. The extension request must be filed before the due date of your annual statement.

If a company fails to make a statement or furnish the required information, the law also allows the department to “inform itself as best it may as to the matters necessary to be known in order to discharge its duties with respect to the property of the company.”

Penalties for failure to file or false or fraudulent statement

Your statement is considered delinquent if it is not filed by March 17 or by the extended date allowed by the department. The penalty for a delinquent statement is \$10 for each \$1,000 (or fraction thereof) of assessed value placed on the assessment roll of the department (ORS 308.030).

Willfully providing a false or fraudulent statement is perjury [ORS 308.990(4)] and “upon conviction, shall be punished as otherwise provided by law for such crime.”

Additional information you must file

In addition to the schedules provided, **all companies** must file a copy of:

- The company’s **complete** Annual Report filed with the Oregon Public Utility Commission and/or a federal regulatory body (if the company filed this annual report).
- The company’s 10-K (and parent company’s 10-K, if applicable) filed with the Securities and Exchange Commission.
- The annual report to stockholders (and parent company’s annual report, if applicable), if not included in the 10-K.
- **For railroads**, a copy of each track mileage summary by tax code as of January 1 (ORS 308.645).
- **For communications companies**, a copy of the wire mileage summary by tax code as of January 1 (ORS 308.645).
- **For gas and pipeline companies**, a copy of listing of pipe mileages by diameter and individual tax code areas as of January 1 (ORS 308.645).
- **For all companies**, the cover letter sent with this packet may also request information in addition to the data required on the standard schedule forms. Read the letter carefully. The additional data requested is an *integral part of your total reporting requirement*. You must provide us with this additional information [ORS 308.525(16)].

How to complete these Oregon schedules

1. Complete all schedules in this packet.
2. If you need more space than what’s available on a schedule, attach additional sheets. You may attach additional schedules which use other formats, as long as you provide all information that we’ve requested.

3. If a schedule doesn't apply to you, leave it blank. Then attach a statement telling us why you don't need to complete the schedule.
4. Type or print your information on these schedules. If you print, please use ink.
5. Put brackets (< >) around negative ("deficit") amounts.
6. Keep a copy for your files.

Important reminders

- **Calendar Year Basis.** The Oregon report is for a full calendar year.
- **"The Year"** means the year covered by the report.
- **"The Close of the Year"** means the close of business on December 31.
- **"The Beginning of the Year"** means the beginning of business on January 1.

Oregon law

Oregon law (ORS 308.515) requires the department to make an annual assessment of designated utilities and companies. ORS 308.515(1) charges the department to assess the following property having situs in this state:

"Except as provided in subsection (3) of this section, any property used or held for its own future use by any company in performing or maintaining any of the following businesses or services or in selling any of the following commodities, whether in domestic or interstate commerce or both, and whether mutually, or for hire, sale or consumption by other persons: Railroad transportation; railroad switching and terminal; electric rail and trackless trolley transportation; private railcar transportation; air transportation; water transportation upon inland waters of the State of Oregon; air or railway express; communication; heating; gas; electricity; pipeline; toll bridge."

ORS 308.525 specifies what facts the companies should supply to the department. ORS 308.525(14) also allows the department to gather "any other facts or information the department requires in the form of return prescribed by it."

Substitute forms acceptable

The Department of Revenue will accept photocopies and replicas of this packet. If you need an additional packet, please call 503-945-8283, or download forms from our website, www.oregon.gov/DOR.

Electronic filing

Companies with complex tables, especially those with a large asset inventory or those with property located in many tax code areas throughout the state, are encouraged to submit data in an electronic format to save time and reduce errors.

Electronic schedules may be filed in place of hard-copy schedules. If you choose to file electronically, please include the signed Taxpayer Declaration form (150-302-122-3) provided herein.

You may report your schedules in an electronic format that is compatible with Microsoft Office in Windows format (i.e., Excel spreadsheets, Access data, and Word documents). An electronic format must include the information fields located in the annual statement schedules. If you have questions regarding acceptable formats, please contact the appraiser via the phone number located on the attached cover letter.

Important: Please format your electronic data according to the format of the paper schedule or table. Label the schedule so the department can readily identify which schedule you are submitting electronically. If you have questions regarding acceptable formats, please contact the assigned appraiser using the telephone number located on the attached cover letter.

The data may be sent via 3.5" diskette or CD-ROM along with the form or may be attached via an e-mail message to the address below the appraiser's name provided on the cover letter. *If you submit the data using e-mail, there is a possibility that it may not remain secure in transit.* The Department of Revenue maintains that all information, on receipt, is confidential and shall not be released to third parties. During the course of transit, information may be considered insecure and may be intercepted by third parties.



ANNUAL STATEMENT

for Public Utility Districts

Must be postmarked by March 17, 2008

Declaration of property cost, operations, and other related information as of
January 1, 2008

| Department of Revenue use only | |
|--------------------------------|----------------|
| Postmarked date | Date received |
| | Extension date |

| | | | |
|----------------|-------|--------------------------------------------|------------------------------------------------------------------------------------------|
| Business name | | Business e-mail address or website address | |
| Street address | | | Is this a change of address? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| City | State | ZIP code | |

Statement required

Oregon law (ORS 308.520) requires that each company assessed by the Department of Revenue file an annual statement with the department on or before March 17. **Failure to file a complete statement** will subject the company to a late filing penalty (ORS 308.030). **This statement is subject to audit.**

| Contact person for annual statement | | | |
|-------------------------------------|-------|----------|------------------|
| Name | | | Telephone number |
| Mailing address | | | Fax number |
| City | State | ZIP code | E-mail address |

| Contact person and mailing address for tax statements | | | |
|-------------------------------------------------------|-------|----------------|------------------|
| Name | | | Telephone number |
| Mailing address | | E-mail address | |
| City | State | ZIP code | |

Taxpayer declaration

I declare under penalties of false swearing [ORS 305.990(4)] that this statement, including attached schedules, has been examined by me and to the best of my knowledge and belief, is true, correct, and complete.

Full legal name (if incorporated)

Owner is (indicate where individual, partnership, corporation, etc.)

| | |
|--------------------------------------------------------------|------|
| Signature of owner, officer, or authorized agent X | Date |
|--------------------------------------------------------------|------|

| | |
|---------------------------------------------------------|-------|
| Typed or printed name of officer or agent signing above | Title |
|---------------------------------------------------------|-------|

| | |
|-------------------------------------------|------------------|
| Name of preparer (if other than taxpayer) | Telephone number |
|-------------------------------------------|------------------|

I authorize the exchange of confidential information for this return, via e-mail to the e-mail address above.
Signature and title of owner, officer, or authorized agent _____ Title _____

Mail completed statement and schedules to:

Valuation Section
Property Tax Division
Oregon Department of Revenue
PO Box 14600
Salem OR 97309-5075

Be sure to read the instructions on the previous sheet

Schedule A—General Information

Instructions

1. Give the exact name by which the company was known in law at the close of the year.
2. If any change was made in the name of the company during the year, state all such changes and the dates on which they were made.
3. Give the location, including street and number, of the main business office of the company at the close of the year.
4. Give the names and office addresses of the general officers of the company at the close of the year. If there are receivers who are recognized as in the controlling management of the company, give their names, titles, and office locations.
5. Give the name and post office address of the chief officer or managing agent or attorney in fact in Oregon.
6. This information is being requested per ORS 308.525.

| | |
|-----------------|--------------------------------------|
| Name of company | Business identification number (BIN) |
|-----------------|--------------------------------------|

| | |
|------------------------------------------|-------------------------------------------------|
| Previous name of company during the year | Effective dates of previous name Thru |
|------------------------------------------|-------------------------------------------------|

State or country under whose laws the company is organized

| | | | | |
|-------------------------------------------------|------|-------|----------|--------------------------------------------|
| Address of principal office (street and number) | City | State | ZIP code | Area code and telephone number () |
|-------------------------------------------------|------|-------|----------|--------------------------------------------|

| Title of general officer: | Name of officer: | Post office address: |
|---------------------------|------------------|----------------------|
| President | | |
| Secretary | | |
| Auditor | | |
| Treasurer | | |
| Superintendent | | |
| General manager | | |

Name of the chief officer or managing agent or attorney in fact in Oregon

| | | | | |
|-----------------------------|------|-------|----------|--------------------------------------------|
| Address (street and number) | City | State | ZIP code | Area code and telephone number () |
|-----------------------------|------|-------|----------|--------------------------------------------|

Indicate the nature of your operations by checking one or more of the following boxes:

- Airlines:**
- Scheduled passenger operations
 - Other passenger operations
 - Freight operations
 - Express operations
 - Other: _____

- Pipelines:**
- Gas
 - Oil

- Electric generation:**
- Generation transmission co-op
 - Electric co-op
 - Investor owned
 - Wind generation
 - PUD

- | | |
|--------------------------------------------|----------------------|
| Telecoms: | % of business |
| <input type="checkbox"/> Mobile radio | _____ |
| <input type="checkbox"/> Wireless | _____ |
| <input type="checkbox"/> Tower aggregators | _____ |
| <input type="checkbox"/> Local exchange | _____ |
| <input type="checkbox"/> Wire and cable | _____ |
| <input type="checkbox"/> CLEC | _____ |
| <input type="checkbox"/> Cable telephone | _____ |
| <input type="checkbox"/> Data transmission | _____ |

- Railroads:**
- Class I
 - Shortline
 - Private car

- Water transportation:**
- Large company
 - Small company

General Information

Date of organization _____

Date service was first furnished _____ Number of customers as of end of year _____

The association's accounting records are maintained in accordance with the Uniform System of Accounts prescribed for:

- Electric borrowers of the rural electrification administration
- Federal energy regulatory commission
- Neither

Comparative General Balance Sheet

| Account no. | Liabilities and other credits | Balance at beginning of year | Balance at end of year |
|-------------|-------------------------------------------------|------------------------------|------------------------|
| | Equities and margins: | | |
| 200 | Memberships | | |
| 201 | Patronage capital | | |
| 208 | Donated capital | | |
| 211 | Consumers' contributions for debt services | | |
| 215 | Appropriated margins | | |
| 217 | Retired capital credits—gains | | |
| 218 | Capital gains and losses | | |
| 219 | Other margins and equities | | |
| | Total equities and margins | | |
| | | | |
| | Long-term debt: | | |
| 221 | Bonds | | |
| 223 | Advances from associated companies | | |
| 227 | Advance payments unapplied debits | () | () |
| 228 | Other long-term debt | | |
| | Total long-term debt | | |
| | | | |
| | Current and accrued liabilities: | | |
| 231 | Notes payable | | |
| 232 | Accounts payable | | |
| 233 | Notes payable to associated companies | | |
| 234 | Accounts payable to associated companies | | |
| 235 | Consumers' deposits | | |
| 236 | Taxes accrued | | |
| 237 | Interest accrued | | |
| 238 | Patronage capital and patronage refunds payable | | |
| 239 | Matured long-term debt | | |
| 240 | Matured interest | () | () |
| 241 | Tax collections payable | | |
| 242 | Miscellaneous current and accrued liabilities | | |
| | Total current and accrued liabilities | | |
| | | | |
| | Deferred credits: | | |
| 252 | Consumer advances for construction | | |
| 253 | Consumers' energy prepayments | | |
| 254 | Other deferred credits | | |
| | Miscellaneous deferred credits | | |
| | Total deferred credits | | |
| | | | |
| | Reserves: | | |
| 265 | Miscellaneous operating reserves | | |
| | | | |
| | Contributions in aid of construction: | | |
| 271 | Contributions in aid of construction | | |
| | | | |
| | Total liabilities and other credits | | |
| | | | |
| | | | |
| | | | |

Accumulated Provisions for Depreciation and Amortization

| Account no. | Account title | Balance at beginning of year | Balance at end of year |
|-------------|--------------------------------------------------------|------------------------------|------------------------|
| 108 | Depreciation of electric plant in service | | |
| 109 | Depreciation of electric plant leased to others | | |
| 110 | Depreciation of electric plant held for future use | | |
| 111 | Amortization of electric plant in service | | |
| 112 | Amortization of electric plant leased to others | | |
| 113 | Amortization of electric plant held for future use | | |
| 115 | Amortization of electric plant acquisition adjustments | | |
| 119 | Depreciation and amortization of other utility plant | | |
| | Totals per balance sheet | | |

Net Operating Margin

| Account no. | Items | Previous year | Current year |
|-------------|----------------------------------------------|---------------|--------------|
| 400 | Operating revenues and patrons' capital | | |
| | Operating expenses: | | |
| 401 | Operating expense | | |
| 402 | Maintenance expense | | |
| 403 | Depreciation expense | | |
| 404 | Amortization of limited-term electric plant | | |
| 405 | Amortization of other electric plant | | |
| 406 | Amortization—plant acquisition adjustments | | |
| 407 | Amortization of property losses | | |
| 408 | Taxes | | |
| | Total operating expenses | | |
| | Operating margin | | |
| 412 | Revenue from electric plant leased to others | | |
| 413 | Expenses of electric plant leased to others | () | () |
| 414 | Other utility operating income | | |
| | Total utility operating margin | () | () |
| | Income deductions: | | |
| 425 | Miscellaneous amortization | | |
| 426 | Miscellaneous income deductions | | |
| 427 | Interest on long-term debt | | |
| 428 | Amortization of loan expense | | |
| 431 | Other interest expense | | |
| 432 | Interest charged to construction—credit | () | () |
| | Total income deductions | | |
| | Net operating margin | | |

Oregon and County Summary

| Oregon | Prior year total cost to December 31 | Depreciation reserve | Current year total cost to December 31 | Depreciation reserve |
|-------------------------------------------------------------------|--------------------------------------|----------------------|----------------------------------------|----------------------|
| Production plant (power plant) | | | | |
| Transmission plant | | | | |
| Distribution plant (outside cities and towns) | | | | |
| Distribution plant (inside cities and towns) | | | | |
| General plant (exclusive of plant licensed by Secretary of State) | | | | |
| Totals | | | | |
| Construction work in progress (account balance) | | | | |
| Advances included in CWIP account | | | | |
| Vehicles licensed by DMV | | | | |
| County | | | | |
| Production plant (power plant) | | | | |
| Transmission plant | | | | |
| Distribution plant (outside cities and towns) | | | | |
| Distribution plant (inside cities and towns) | | | | |
| General plant (exclusive of plant licensed by Secretary of State) | | | | |
| Totals | | | | |
| Construction work in progress (account balance) | | | | |
| Advances included in CWIP account | | | | |
| Vehicles licensed by DMV | | | | |
| County | | | | |
| Production plant (power plant) | | | | |
| Transmission plant | | | | |
| Distribution plant (outside cities and towns) | | | | |
| Distribution plant (inside cities and towns) | | | | |
| General plant (exclusive of plant licensed by Secretary of State) | | | | |
| Totals | | | | |
| Construction work in progress (account balance) | | | | |
| Advances included in CWIP account | | | | |
| Vehicles licensed by DMV | | | | |

Oregon and County Summary

| Oregon | Prior year total cost to December 31 | Depreciation reserve | Current year total cost to December 31 | Depreciation reserve |
|-------------------------------------------------------------------|--------------------------------------|----------------------|----------------------------------------|----------------------|
| Production plant (power plant) | | | | |
| Transmission plant | | | | |
| Distribution plant (outside cities and towns) | | | | |
| Distribution plant (inside cities and towns) | | | | |
| General plant (exclusive of plant licensed by Secretary of State) | | | | |
| Totals | | | | |
| Construction work in progress (account balance) | | | | |
| Advances included in CWIP account | | | | |
| Vehicles licensed by DMV | | | | |
| County | | | | |
| Production plant (power plant) | | | | |
| Transmission plant | | | | |
| Distribution plant (outside cities and towns) | | | | |
| Distribution plant (inside cities and towns) | | | | |
| General plant (exclusive of plant licensed by Secretary of State) | | | | |
| Totals | | | | |
| Construction work in progress (account balance) | | | | |
| Advances included in CWIP account | | | | |
| Vehicles licensed by DMV | | | | |
| County | | | | |
| Production plant (power plant) | | | | |
| Transmission plant | | | | |
| Distribution plant (outside cities and towns) | | | | |
| Distribution plant (inside cities and towns) | | | | |
| General plant (exclusive of plant licensed by Secretary of State) | | | | |
| Totals | | | | |
| Construction work in progress (account balance) | | | | |
| Advances included in CWIP account | | | | |
| Vehicles licensed by DMV | | | | |



Contributions in Aid of Construction

Background:

Reports of investment in plant may not include a "Contributions in Aid of Construction" account. Under Oregon law the Department of Revenue is required to include in the assessment of property all property used, or held for future use, whether acquired by contribution or otherwise. To permit compliance with this requirement, please provide the following data as of December 31 of the year for which this report is being filed:

| | Oregon | System |
|----------------------------------------------------------------------------------------------------------|----------|----------|
| Total contributions in aid of construction (include) nonrefundable customer advance for construction) | \$ _____ | \$ _____ |

| | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| Accrued depreciation attributable to CIAC (if not known, it will be assumed to be equivalent on a percentage basis to that of other plant property reported) | _____ | _____ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|

Are the figures, reported above, the next after adjustment for retirement or other disposition of CIAC? Yes No

| | | |
|-------------------------------------------------------------------------------------------|-------|-------|
| If no, how much CIAC was retired or disposed of during the year which this report covers? | _____ | _____ |
|-------------------------------------------------------------------------------------------|-------|-------|

Are CIAC amounts included in any of the investment of depreciation figures or in distribution of investment by situs shown elsewhere in this report? Yes No

If yes, in what accounts or schedules are they included?

Please provide an explanation of the method used to depreciate the CIAC assets.

Please provide an explanation of the method used to account for retirement or other disposition of CIAC assets.

Other explanatory notes or comments:

**Report of Purchases of Electrical Energy
from Small Scale Electric Generators
for Year Ending December 31**

Name of owner/operator: _____

Address of owner/operator: _____

Telephone number of owner/operator: _____

Type of plant: _____

Location of plant: _____

Plant capacity—KW: _____

Net KWH purchased from plant: _____

Name of owner/operator: _____

Address of owner/operator: _____

Telephone number of owner/operator: _____

Type of plant: _____

Location of plant: _____

Plant capacity—KW: _____

Net KWH purchased from plant: _____

Name of owner/operator: _____

Address of owner/operator: _____

Telephone number of owner/operator: _____

Type of plant: _____

Location of plant: _____

Plant capacity—KW: _____

Net KWH purchased from plant: _____

Name of owner/operator: _____

Address of owner/operator: _____

Telephone number of owner/operator: _____

Type of plant: _____

Location of plant: _____

Plant capacity—KW: _____

Net KWH purchased from plant: _____

Name of owner/operator: _____

Address of owner/operator: _____

Telephone number of owner/operator: _____

Type of plant: _____

Location of plant: _____

Plant capacity—KW: _____

Net KWH purchased from plant: _____



Rented, Leased, or Chartered Property* Located in Oregon for Year Ending December 31

ORS 308.517(3)

Land or buildings that meet **all** of the following conditions shall be assessed in accordance with law by the assessor of the county in which such property is situated:

- (A) Situated outside of railroad rights-of-way or outside of railroad station ground reservations; and
- (B) Leased or rented by a lessor whose property is not subject to ORS 308.505 to 308.665 (Department of Revenue assessment); to a company whose property is subject to ORS 308.505 to 308.665 (Department of Revenue Assessment); and
- (C) Used as or in connection with airport facilities, general offices, business offices, warehouses, service centers, relay stations, garages, central exchanges, moorage grounds, well pump houses, or substation sites.

(Emphasis and parenthetical items added.)

| Item | General description of property | Map and tax lot number or legal description of land if applicable** | Location of property | Use of property | Name of owner |
|------|---------------------------------|---------------------------------------------------------------------|----------------------|-----------------|---------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
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| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |

*(1) This schedule shall include all properties, real and personal, that are not owned but are leased, rented, chartered, or otherwise held for or used in performing a business, service, or sale of a commodity enumerated in ORS 308.515. The schedule shall not include items of property that are subject to local assessment in accordance with ORS 308.517(3).

(2) Railroads shall not include property or trackage that is reported under joint facility or trackage rights nor shall they report property or tracks that are reflected in their basic mileage statements.

(3) Water transportation companies may omit watercraft if they are otherwise reported on pages 932-933.

**Deed record, department order, or PCM may be referenced in lieu of total description.