



# Small Electric General Instructions Oregon Property Tax Report

## When to file

File on or before **February 2, 2009**.

## 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 February 2 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 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 addi-

tional packet, please call 503-945-8283, or download forms from our website, [www.oregon.gov/DOR](http://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 sign the authorization for exchange of confidential information at the bottom of page 1 of your annual statement.

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).

**Important:** Please format your electronic data according to the format of the paper schedule or table and include all the information fields located in the annual statement schedules. 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.

Electronic forms in Microsoft Excel format are now located on our agency website at: [www.oregon.gov/DOR/PTD/utilityform.shtml](http://www.oregon.gov/DOR/PTD/utilityform.shtml).

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 Small Electric

**Must be postmarked by February 2, 2009**

Declaration of property cost, operations, and other related information as of  
January 1, 2009

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 February 2. **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 <b>X</b>	Date
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Typed or printed name of officer or agent signing above	Title
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Name of preparer (if other than taxpayer)	Telephone number
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**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		
		<b>Thru</b>		
State or country where company is organized	Nature of business	State	ZIP code	Area code and telephone number (      )
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

**Water transportation:**

- Large company
- Small company

**Railroads:**

- Class I
- Shortline
- Private car

**Communications:**

- |  |       |
|--|-------|
| <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 | _____ |
| <input type="checkbox"/> ISP/IAP           | _____ |
| <input type="checkbox"/> Cable television  | _____ |
| <input type="checkbox"/> Satellite         | _____ |

**% of business**

**Electric generation:**

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

### Comparative General Balance Sheet

Account no.	Assets and other debits	Balance at beginning of year	Balance at end of year
	<b>Utility plant:</b>		
101	Electric plant in service		
102	Electric plant purchased or sold		
104	Electric plant leased to others		
105	Electric plant held for future use		
106	Completed construction not classified		
107	Construction work in progress		
114	Electric plant acquisition adjustments		
118	Other utility plant		
	Total utility plant		
	Less: depreciation and amortization	( )	( )
	Net utility plant		
	<b>Other property and investments:</b>		
121	Nonutility property		
122	Depreciation on nonutility property—credit	( )	( )
123	Investments in associated organizations		
124	Other investments		
125	Restricted funds		
	Total other property and investments		
	<b>Current and accrued assets:</b>		
131	Cash—general		
132	Cash—REA loan funds		
134	Special deposits		
135	Working funds		
136	Temporary cash investments		
141	Notes receivable		
142	Consumer accounts receivable		
143	Other accounts receivable		
144	Provision for uncollectible receivables—credit		
145	Notes receivable from associated companies	( )	( )
146	Accounts receivable from associated companies		
151	Fuel stock		
152	Fuel stock expenses undistributed		
154	Materials and supplies—electric		
155	Materials and supplies—merchandise		
163	Stores expense undistributed		
165	Prepayments		
171	Interest and dividends receivable		
172	Rents receivable		
174	Miscellaneous current and accrued assets		
	Total current and accrued assets		
	<b>Deferred debits:</b>		
176	Loans available from REA—construction		
177	Loans available from REA—installation		
180	Retirement work in progress		
181	Unamortized loan expense		
182	Extraordinary property losses		
183	Preliminary survey and investigation charges		
184	Clearing accounts		
186	Miscellaneous deferred debits		
	Total deferred debits		
	<b>Total assets and other debits</b>		

**Comparative General Balance Sheet**

Account no.	Liabilities and other credits	Balance at beginning of year	Balance at end of year
	<b>Equities and margins:</b>		
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		
	<b>Long-term debt:</b>		
221	Bonds		
223	Advances from associated companies		
224	Long-term debt—REA constructions		
225	Long-term debt—REA installation		
226	Interest accrued—deferred—REA construction		
227	Advance payments unapplied debits	(            )	(            )
228	Other long-term debt		
	Total long-term debt		
	<b>Current and accrued liabilities:</b>		
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		
	<b>Deferred credits:</b>		
252	Consumer advances for construction		
253	Consumers' energy prepayments		
254	Other deferred credits		
	Miscellaneous deferred credits		
	Total deferred credits		
	<b>Reserves:</b>		
265	Miscellaneous operating reserves		
	<b>Contributions in aid of construction:</b>		
271	Contributions in aid of construction		
	<b>Total liabilities and other credits</b>		

## Production and Revenue Experience

Plant capacity (KW): \_\_\_\_\_

Year through which plant is expected to produce: \_\_\_\_\_

Year	Net production sold (KWH)	Revenue* from energy sales	Capacity payments received	Other** revenues received	Total revenues
2005	_____	_____	_____	_____	_____
2006	_____	_____	_____	_____	_____
2007	_____	_____	_____	_____	_____
2008	_____	_____	_____	_____	_____
2009 (Est)	_____	_____	_____	_____	_____

\* Excluding capacity payments.

\*\* From sales of steam or other by-products of generating plant operation.

### Supplemental information:

Please supply all contracts and tariff agreements with current amendments—PPAs, maintenance contracts, and schedules, interconnection agreements, etc.

Please supply your audited GAAP balance sheet and income statement.

### Questions

1. Do you have any extension periods in any of your contracts? If so, which contracts and what are the periods? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. If you have extension periods, do you anticipate exercising these options? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Special Credits

Unused federal tax credits, if any, as of year end ..... \$ \_\_\_\_\_

Anticipated use of unused federal tax credits

Year	Amount
Year one (current year)	\$ _____
Year two	\$ _____
Year three	\$ _____
Year four	\$ _____
Year five	\$ _____
Year six	\$ _____

Unused State of Oregon tax credits, if any, as of year end (includes energy credits)..... \$ \_\_\_\_\_

Anticipated use of unused state tax credits

Year	Amount
Year one (current year)	\$ _____
Year two	\$ _____
Year three	\$ _____
Year four	\$ _____
Year five	\$ _____
Year six	\$ _____

**Note:** File a copy of any of the following which you hold with this report:

1. Department of Environmental Quality pollution control facility certificate.
2. Oregon Department of Energy business tax credit program for renewable resource and conservation facilities final certificate.

All of the data filed as part of this report is a confidential record of the Department of Revenue as provided in Oregon Revised Statutes 308.290(5).

