

INSTRUCTIONS FOR ANNUAL REPORT FORM C

General Instructions for Form C, Annual Report for Interexchange Carriers

- A carrier certificated to provide ONLY interexchange service (IXC) should submit Annual Report Form C. A carrier certificated to provide ONLY local exchange service (LEC) or BOTH local exchange and interexchange service should submit Annual Report Form L.
- Separate reports must be submitted for each certificated entity.
- Only the completed Excel file may be submitted to the OPUC via [email](#) (or via electronic media if concerned about confidentiality) by 5:00 p.m. Pacific Time on April 1, 2025 (OAR 860-032-0060).
- Failure to submit a completed Excel file may result in loss of the Certificate of Authority (OAR 860-032-0015). "Not available" and substitutions are not acceptable. PDF files or paper copies will not be accepted.
- Parts A-D will be treated as public record unless a written request for an exemption to release specific documents as provided by the Public Records Law is sent to and approved by the OPUC. The OPUC will publish the remaining data only on an aggregated basis and treat information about individual respondents as exempt from public disclosure (confidential). Access to confidential information is limited under ORS Chapter 192.

Excel Version of Form C Annual Report

- The Excel file is available at the OPUC's [website](#).
- The worksheet contains formulas when sums are required. Do not change formulas.
- Check each appropriate box (.
- The Excel file is formatted for printing on 8.5 x 11 pages. The print to paper setup may differ; change as needed for local purposes.

SECTION A

- Provide the exact legal name. Use the word "The," "Company," "Co.," or "Inc." only when it is part of the legal corporate name. Include mailing addresses, assumed business names, former business names and affiliated Oregon operations.
- Identify the docket in which the OPUC granted IXC a Certificate of Authority. If necessary, IXC may obtain its docket number in the eDockets section of the OPUC's website.
- Provide IXC's OPUC Identification Number. The OPUC has assigned each IXC a unique identification number. If necessary, IXC may obtain its identification number in the eDockets section of the OPUC's website.
- Provide IXC's FCC FRN number.
- Provide the name, title, mailing address, telephone number, and email address for IXC regulatory contact.
- Provide the name, title, mailing address, telephone number, and email address for Preparer (person responsible for the data entries).
- Provide the names of any telecommunications Affiliates operating in Oregon. See *Definitions*.

SECTION B

Provide the name and title of the responsible IXC Officer or Director authorizing the submission of the IXC Form C.

SECTION C

- Provide emergency and safety contact information.
- Oregon Utility Notification Center (OUNC) District Code Numbers should end with two digits (e.g., QWEST99).
- If IXC has more than one OUNC code, provide the primary contact's identification.
- For information about OUNC codes, contact OUNC's One-Call Center Administrative Information Number in Portland, Oregon, at 503-232-1987.

SECTION D

Check the appropriate boxes and provide additional information, as requested.

SECTION E

Section E data is not required if IXC checked Box 5 in Section D. All other IXCs must:

- Provide the total number of retail and wholesale customers in Oregon as of December 31. "Not Available" is not acceptable. Customers are billable accounts, not locations.
- If at December 31, IXC has zero customers, enter the number of customers that correspond to the revenues reported.
- Provide the total Oregon annual gross revenues. Include revenues for all long-distance services that originate and/or terminate in Oregon.

OPUC Contacts

[Nicola Peterson](#), 503-586-9531

OPUC website

DEFINITIONS

Affiliates – companies or entities directly or indirectly under common ownership or control. For specifics see ORS 759.390.

Carrier – a carrier may be a competitive provider (CP), competitive local exchange carrier (CLEC), incumbent local exchange carrier (ILEC), interexchange carrier (IXC), shared service provider, reseller, telecommunications utility, telecommunications cooperative, or telecommunications association.

Competitive local exchange carrier (CLEC) – a non-ILEC provider of local exchange services certificated by the OPUC.

Competitive provider – A CLEC or IXC certificated by the OPUC.

Customer – a person or entity that was receiving service for a price during the period covered by this report. A single customer can have multiple lines.

Oregon customer means a person or entity receiving services within Oregon.

Retail customer (end user) means any customer other than a wholesale customer, including an Internet service provider or payphone owner.

Wholesale customer (carrier) means a telecommunications provider that has a Certificate of Authority from the OPUC, is a radio common carrier (commercial mobile radio licensee) or is registered with the FCC as a telecom provider. Wholesale customers may provide service to their customers through resale, special access, and other interconnections.

Gross revenues – the total cash inflows or equivalents from IXC operations as accrued or billed before uncollectibles (bad debts), agent's commissions, access charges paid, and other billing and collection costs.

Interexchange carrier (IXC) – a telecommunications provider that is authorized to provide long distance services between exchanges.

Interexchange private line service – the provision of dedicated circuits, which a customer uses to connect two or more pre-selected locations in different local exchanges. See *private line service*.

Interstate call – a call that originates or terminates in Oregon with at least one party outside of Oregon.

Intrastate call – a call that originates and terminates within Oregon.

Intrastate interexchange private line service – circuits that originate and terminate within Oregon but cross one or more exchange boundaries. See *private line service*.

Long distance service – synonymous with toll, calls between or among local calling areas whether intrastate, interstate or international.

NESC – National Electrical Safety Code.

Operator service – the provision of special billing, dialing assistance, and information regarding the use of and charges for telecommunications services upon request. Operator service may be manual or automatic.

Oregon Administrative Rule (OAR) – Copies of the administrative rules are available at the OPUC's website under Other Useful Links.

Oregon customer – see *customer*.

Oregon Revised Statute (ORS) – Copies of Oregon's laws are available at the OPUC's website under Other Useful Links.

OUNC – Oregon Utility Notification Center. OUNC is the Oregon state agency that administers Oregon's excavation laws and the statewide toll free "One-Call" number: 1-800-332-2344 (2DIG). More information about OUNC is available at their [website](#).

Private line service – the provision of dedicated circuits, whether physical or virtual, which a customer uses to connect two or more pre-selected locations. Circuits may be hard-wired or use frame-packet-cells or other switching-routing technologies to establish connections. Service may be local exchange or interexchange and includes xDSL.

Retail customer – see *customer*.

Revenues – the cash inflows or equivalents from operations during the year.

Exclude loan proceeds, shareholder contributions, and taxes billed to customers.

Include regulated and nonregulated charges; federal and state charges; federal and Oregon universal service distributions; charges for private line circuits and long-distance services.

Special access – carried by dedicated facilities, such as private lines.

Telecommunications provider – a provider of telephone and similar services. This term includes ILECs, CLECs, IXCs and Wireless Service Companies.

Wholesale customer – see *customer*.

ANNUAL REPORT TO THE OREGON PUBLIC UTILITY COMMISSION
INSTRUCTIONS FOR THE YEAR ENDING DECEMBER 31, 2024