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# NORTH CAROLINA UTILITIES COMMISSION

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## Regulatory Fee Reporting

User Guide

As of July 2025

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## General Regulatory Fee Reporting Information

Each state fiscal year (July 1 to June 30) utility companies certificated by the NC Utilities Commission are required to file a Quarterly Regulatory Fee Report per General Statute 62-302. To date, the Regulatory Fee Percentage has been set by the General Assembly but this has transitioned to the Commission and Public Staff based on the passage of House Bill 356 during the 2015 Legislative Session. The funds obtained from the utility companies regulated by the NC Utilities Commission are used solely to fund the NC Utilities Commission and Public Staff's personnel and operational costs. No state appropriations are received by the NC Utilities Commission and Public Staff. This method of funding was determined by the General Assembly when the NC Utilities Commission came into existence and evolved from the Railroad Commission in 1891. Effective July 1, 2016, per House Bill 356, the Utilities Commission and Public Staff now set their own rates on the projected expenditures and revenues for the following year. Any changes to this rate will be published with an order filed in Docket M-100 Sub 142. This order will also be emailed to all active companies filing regulatory fee reports.

**The quarterly reports are due 45 days after the end of each quarter:**

- a) **July 1-Sept 30, 2025 – The 1<sup>ST</sup> Quarter – the report is due November 15, 2025**
- b) **Oct 1 – Dec 31, 2025 – The 2<sup>nd</sup> Quarter – the report is due February 15, 2026**
- c) **Jan 1 – March 31, 2026 – The 3<sup>rd</sup> Quarter – the report is due May 15, 2026**
- d) **April 1 – June 30, 2026 – The 4<sup>th</sup> Quarter – the report is due Aug 15, 2026**

The four quarters above represent the State Fiscal Year 2025-2026. The rate that applies to the respective utility company is set annually and can change up and down.

**Every company must pay at least \$25 per year.** At least this much is paid in the first quarter of each year assuming the company was certificated at the beginning of the state fiscal year or in a prior year. If the utility company is certificated within the year, the utility company must report the first quarterly due date after the utility company's certification date, but again must pay at least \$25 the first reported quarter of the year.

After the first quarter, even if the company has no Net Jurisdictional Revenue, the utility company must file a report each quarter. This requirement is per General Statute 62-302. In quarters in which the utility company does not have any jurisdictional revenue, the company should enter on Line 1 of the report one cent (\$.01) so they can file online; thus regardless of which method you choose to report and pay your Regulatory fees you will be required to report \$.01 (one cent) in those quarters you are indicating you have no Jurisdictional Revenue.

Once a company has year-to-date Net Jurisdictional Revenue that equates to the \$25 (this is \$25 divided by the regulatory fee percentage – for example  $\$25 / .00170 = \$14,706$ ), the company must pay additional regulatory fees based on the rate times any additional

Net Jurisdictional Revenue over the Base amount. This same method applies to the companies having the other regulatory fee percentages as well. For companies with .0004 and .0002 as your regulatory fee percentage rate, your \$25 equates to \$62,500 and \$125,000 in jurisdictional revenues. For further explanation of how the initial \$25 applies to your account, please see the section of this guide called “Understanding the Calculation of How Much Regulatory Fees You Owe” which is on Page 35.

Regardless of which method you use to file your Regulatory Fee report, you must be familiar with the following definitions and line items.

1. Jurisdictional Revenue: “All revenues derived or realized from intrastate tariffs, rates, and charges approved or allowed by the Commission or collected pursuant to Commission order or rule, but not including tap-on fees or any other form of contributions in aid of construction. For telecommunication companies, all revenues and other receipts derived from access charges are to be included as North Carolina jurisdictional revenues.” Revenue should be reported on an accrual basis. If you have no jurisdictional revenue, you should put \$.01 (one cent) on this Line 1 of your report.
2. Uncollectible Revenue: This is revenue that the company does not reasonably believe it can collect from its customers during the year. If you are uncertain, it is better to put \$0.
3. Net Jurisdictional Revenue: This is Line 1 above minus Line 2 above.
4. Regulatory Fee Percentage: This is the regulatory fee percentage that applies to your company. All but approximately 30 telephone companies have a rate of .0017 for the State Fiscal Year 2025-2026.
5. Amount Due: This is based on your Net Jurisdictional Revenue (Line 3) multiplied by your Regulatory Fee Percentage (Line 4). This figure will always be at least \$25 in the first quarter you are reporting for the year. You will then not pay any additional fees until your net jurisdictional revenue year-to-date total exceeds \$14,706 (\$25 divided by .00170 or companies with .0004 and .0002 as your regulatory fee percentage rate, your \$25 equates to \$62,500 and \$125,000 in jurisdictional revenues.
6. ADJUSTMENTS: These lines were added in State Fiscal Year 2025 to address any additional balances your company may have on their account or to allow you to apply any credit you may have on your account. Our goal is for all accounts to have a zero balance.
  - 6a. Additional Amount Due: Your company would have received a Reconciliation report or Statement from Fiscal Management indicated that

previous payments did not fully cover the amount due from your company to the Commission.

6b. Any Surplus: This line will allow you to use any overpayments you have made on your account to pay your fee due for the current quarterly. You should only claim the surplus amount to the extent of the amount due on Line 5 of the report.

7. Final Amount Due: This is the amount you will be either be paying online or sending through the mail as payment for the respective quarterly report being filed.

Both reporting methods of reporting (Electronic online or the Fillable PDF Regulatory Fee Report Form) will require you to certify the accuracy of what you are reporting by providing a person authorized to sign for the company report with their title. Lastly, you will need to provide a current contact with a telephone number and email address should there be any questions on your respective report.

The contact information is very important for Fiscal Management to be able to maintain contact with your company should there be any changes in our process going forward and to provide you any updates as we are moving away from mailings in order to save additional costs for the Commission while enhancing the accuracy of what is reported.

Information on both available options to file your Regulatory Fee Reports can be found on the NC Utilities Commission web site at:

<https://starw1.ncuc.gov/NCUC/portal.aspx>

At the web link above you will find:

- 1) Any updates on the Regulatory fee percentage and reporting process.
- 2) A Complete User's Guide for Electronic filing.
- 3) Lastly, there is the new Fillable PDF Regulatory Fee report which can be used for the complete State Fiscal Year 2025-2026 with its Instruction Guide.

All this information you have in this guide.

## Electronically Filing your Regulatory Fee Report

### GETTING YOUR NC ID ACCOUNT SET UP

In order to report and submit payment for the utility company regulatory fees, you must first log in and obtain a NC ID at the following link:

<https://starw1.ncuc.gov/NCUC/portal.aspx>

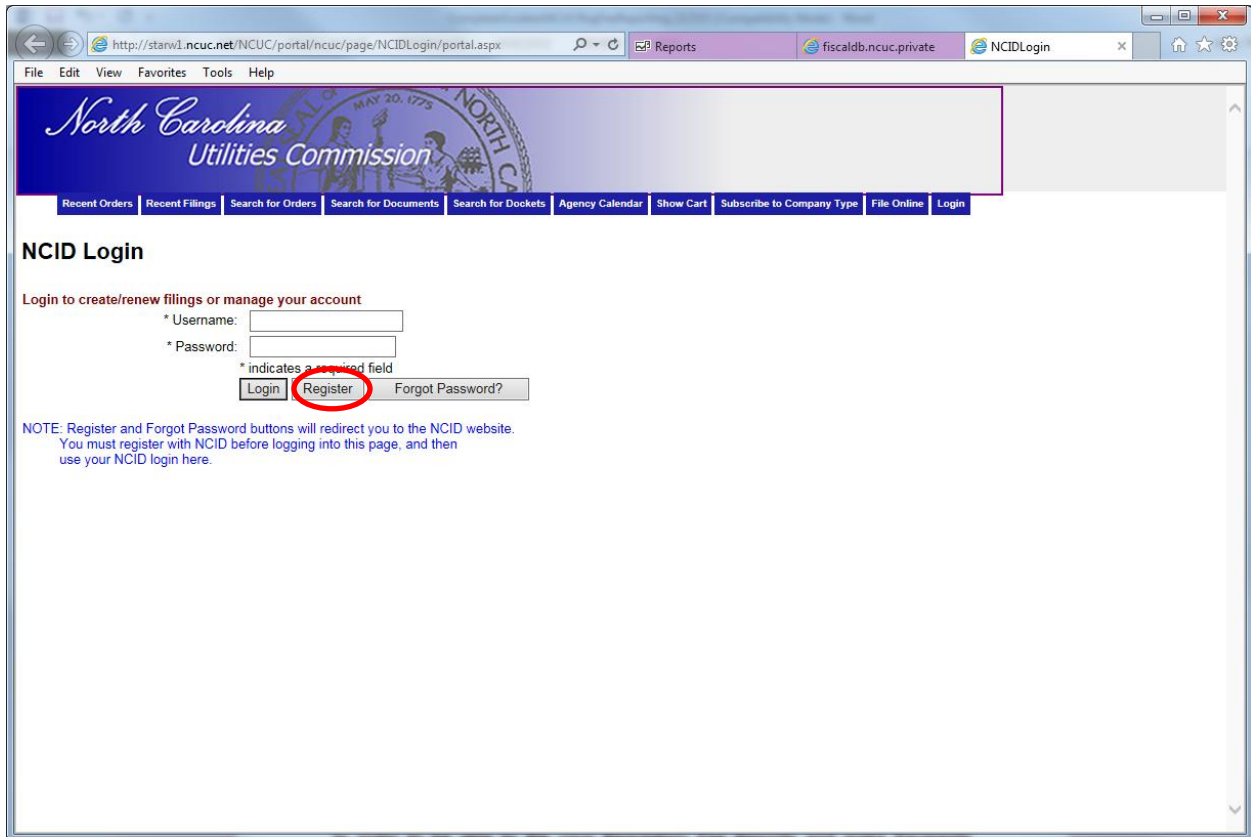
Only first time users need to get a NC ID and password. Once you have a NC ID and password you can skip this section and go to page 11.

For first time users, click the “Register” button and you will begin the registration process with the North Carolina Identify Management (NCID) system.

Please carefully keep up with your NCID information. You may want to do screen prints of your information so you have it as a reference for later on. If you should forget your NCID or password, you should go to the NCID web site (at <https://ncid.nc.gov/idmdash/> ) and based on information you provided when you initially logged in this will be used to help you remember. If this is unsuccessful, then you will need to create a new NCID and/or password.

Only one log in is needed per person, regardless of how many companies/entities you are going to file the Regulatory Fee report(s) for.

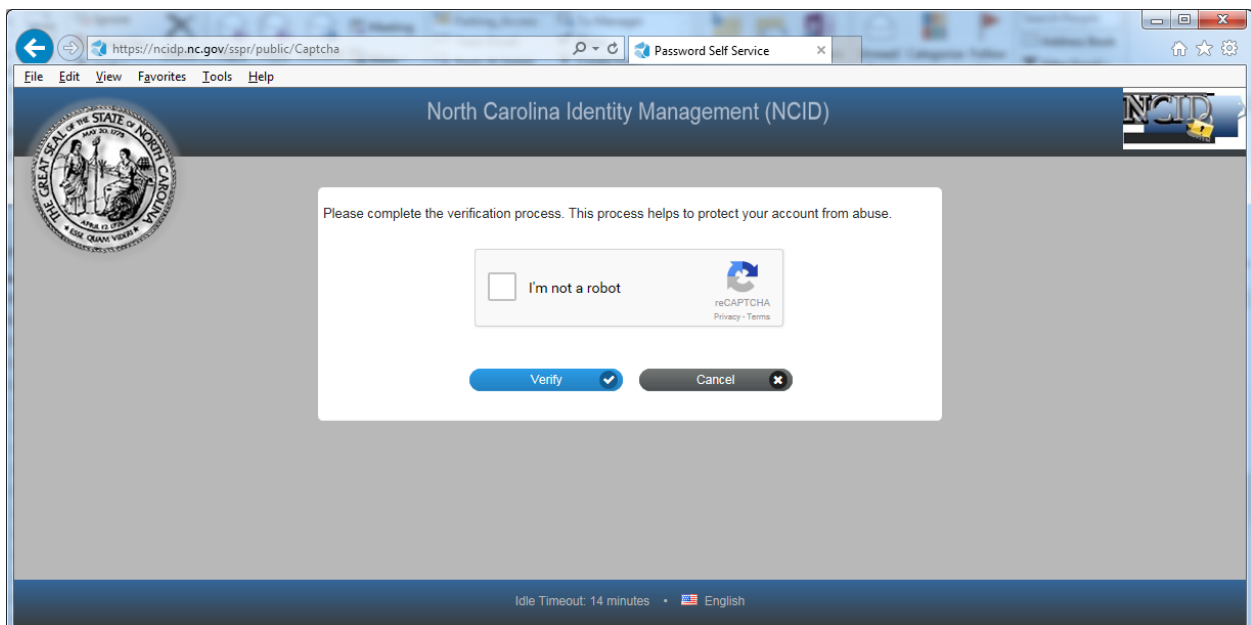
At the following web page you will click on the Register button to establish your NC ID for the first time:



Once you have clicked on Register, you will see the following screen. You can select either an individual or business account. It is up to you. The only difference between the two is that you will need to additionally provide your address and phone number for the business account:

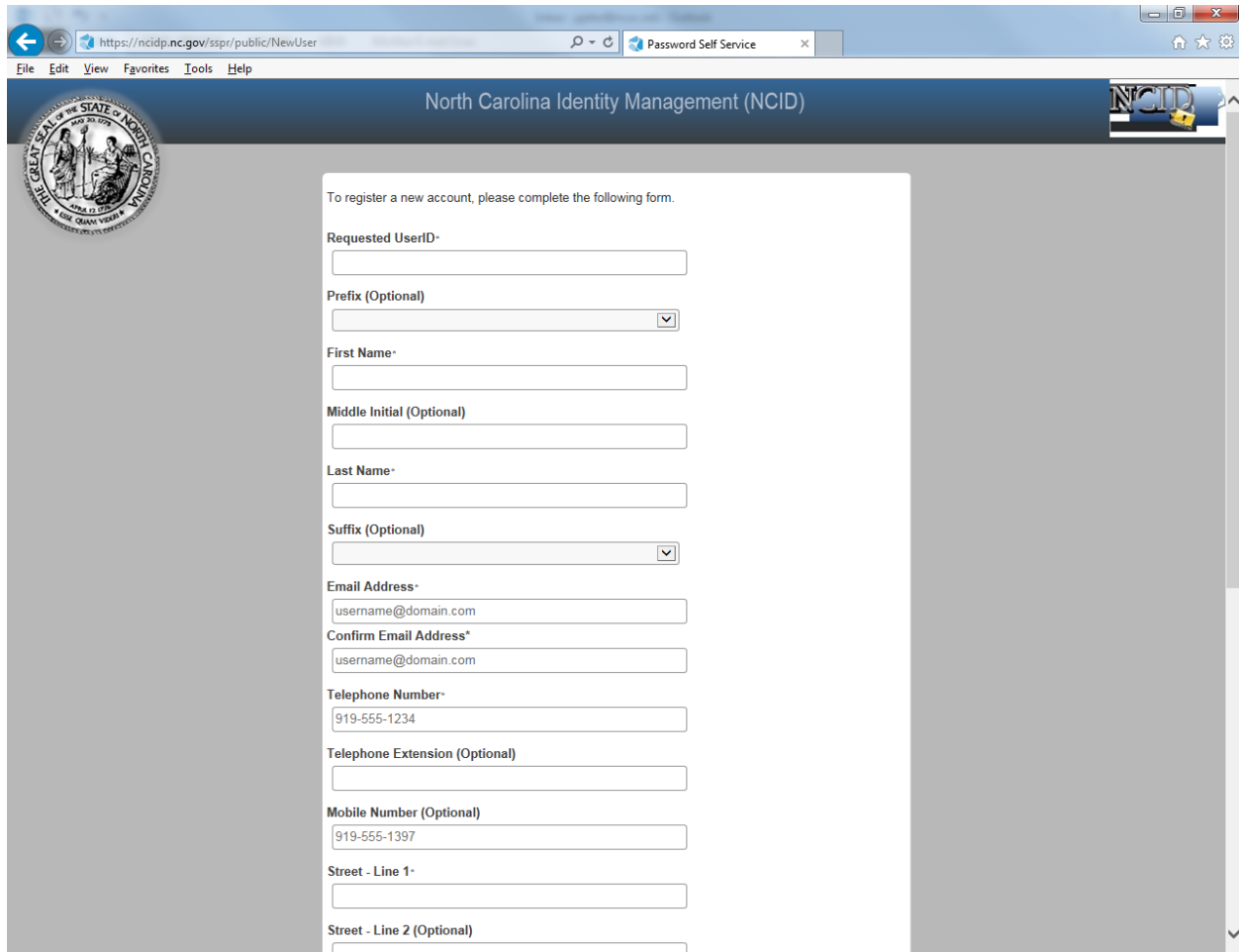


After you have selected your account type, you will see the following:



You should click the box next to "I'm not a robot" and select the images and click "Verify".

You will now see the following screen – This example is for a business.



The screenshot shows a web browser window with the URL <https://ncidp.nc.gov/sspr/public/NewUser>. The page title is "North Carolina Identity Management (NCID)". On the left is the Great Seal of the State of North Carolina. The main content area contains a registration form with the following fields:

- Requested UserID\***: Text input field.
- Prefix (Optional)**: Dropdown menu.
- First Name\***: Text input field.
- Middle Initial (Optional)**: Text input field.
- Last Name\***: Text input field.
- Suffix (Optional)**: Dropdown menu.
- Email Address\***: Text input field (example: username@domain.com).
- Confirm Email Address\***: Text input field (example: username@domain.com).
- Telephone Number\***: Text input field (example: 919-555-1234).
- Telephone Extension (Optional)**: Text input field.
- Mobile Number (Optional)**: Text input field (example: 919-555-1397).
- Street - Line 1\***: Text input field.
- Street - Line 2 (Optional)**: Text input field.

For the name you can either put your individual name or you may put the Company name between the first and last name blocks. Fill in all the required fields. For the password you must have at least 8 characters with one upper case letter, one lower case letter, one number and a special character. The password cannot be longer than 35 characters.

For the bottom part of the registration screen you will see the following:

https://ncidp.nc.gov/sspr/public/NewUser

File Edit View Favorites Tools Help

Telephone Number\*  
919-555-1234

Telephone Extension (Optional)

Mobile Number (Optional)  
919-555-1397

Street - Line 1\*

Street - Line 2 (Optional)

City\*

State\*  
NC

Zip\*

**New Password\***

- Password is case sensitive.
- Must be at least 8 characters long.
- Must not include part of your name or username.
- Can be changed no more often than once every 3 days.
- Must have at least 4 types of the following characters:
  - Uppercase (A-Z)
  - Lowercase (a-z)
  - Number (0-9)
  - Symbol (!, #, \$, etc.)
  - Other language characters not listed above
- New password may not have been used previously.

Continue

Cancel

Idle Timeout: 14 minutes · English

Please make a screen print of your answers prior to clicking the “Continue” button. Do this by right clicking on the right of the screen and clicking print.

If you are successful with your registration, when you click the “Continue” button you will receive a message indicating that you will have three days to confirm your account. You should then check your email and if you have an email it will contain a “click here” link in the email. You need to click on the link in order to complete your registration process. Once you receive the message the “Your new user account have been successfully created,” you then click the continue button.

Now you can use your username and password to log in and file your Regulatory Fee report at: <https://starw1.ncuc.gov/NCUC/portal.aspx>

## FILING YOUR ELECTRONIC REGULATORY FEE REPORT

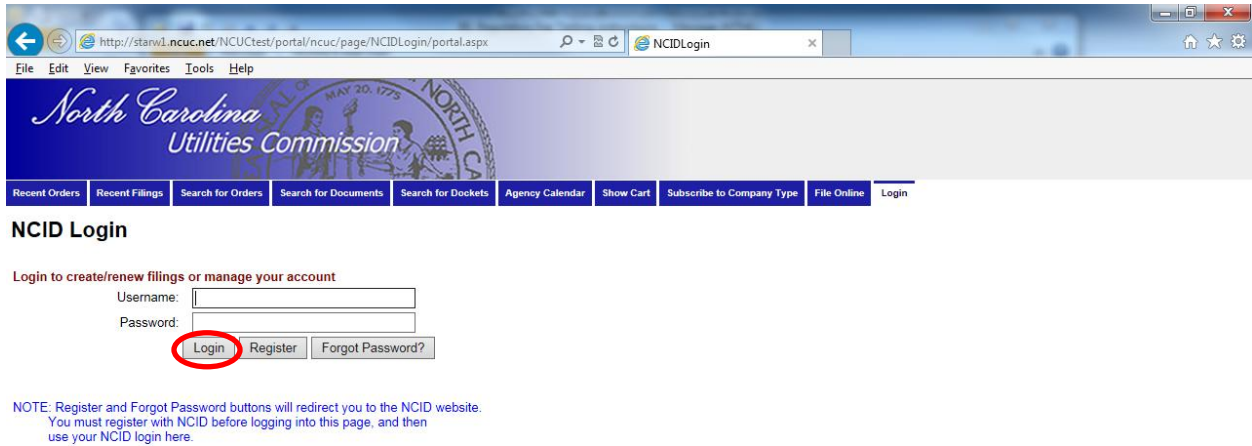
**In order to be able to file your Regulatory Fee Reports and make Payments electronically, you must meet the following requirements.**

- 1) You must be reporting Jurisdictional Revenue on Line 1 of the report to electronically file your Regulatory Fee report. This figure cannot be zero. If you have no jurisdictional revenue, you need to put \$0.01 (one cent) on Line 1 as your jurisdictional revenue and the system will allow you to electronically file and pay \$25 the first quarter. **Please do not put any more than one cent.**
- 2) With the new web face – April 2024 – for filing electronically, you can now file online any report for the current year and the past five years. The system now accommodates all these years. Also Subsection (m) and (h) telephone companies, now can file online both their regulatory fee percentage rates online with the new web face.
- 3) The same system requirements that apply to the Electronic filing of documents also apply to the Regulatory Fee Reporting on the NC Utilities Commission web site. Particular items which need to be complied with are the Star web portal supports Google Chrome and Microsoft Edge.
- 4) If you are going to electronically pay your regulatory fee on line, the only acceptable method is an e-check ACH (you will need to provide your bank routing number and banking account number.) We will not be storing this information in our system; thus you will need to re-enter this information for each payment. Please make sure you have your bank account information ready prior to beginning to do your report as the system may time out if you take too long to get it later.
- 5) Once you have electronically filed a report, you do not need to send in a paper report unless you are revising figures which were filed electronically. Any adjustments or revisions must be done through paper reports mailed to Fiscal Management. Please clearly mark any revised reports with REVISED on the top of the report.
- 6) As of December 2016, you have the ability to not only see any report you have previously filed, but you can pay any outstanding balance. This can be found at the link called “Regulatory Fee Filing History” which is right below the “Regulatory Fee Report” link. More details can be found on the sections beginning on page 36 and page 39.

With your NC ID Username and password you now need to go to the following web link to log in to do your Regulatory Fee Report. The link is as follows:

<https://starw1.ncuc.gov/NCUC/portal.aspx>

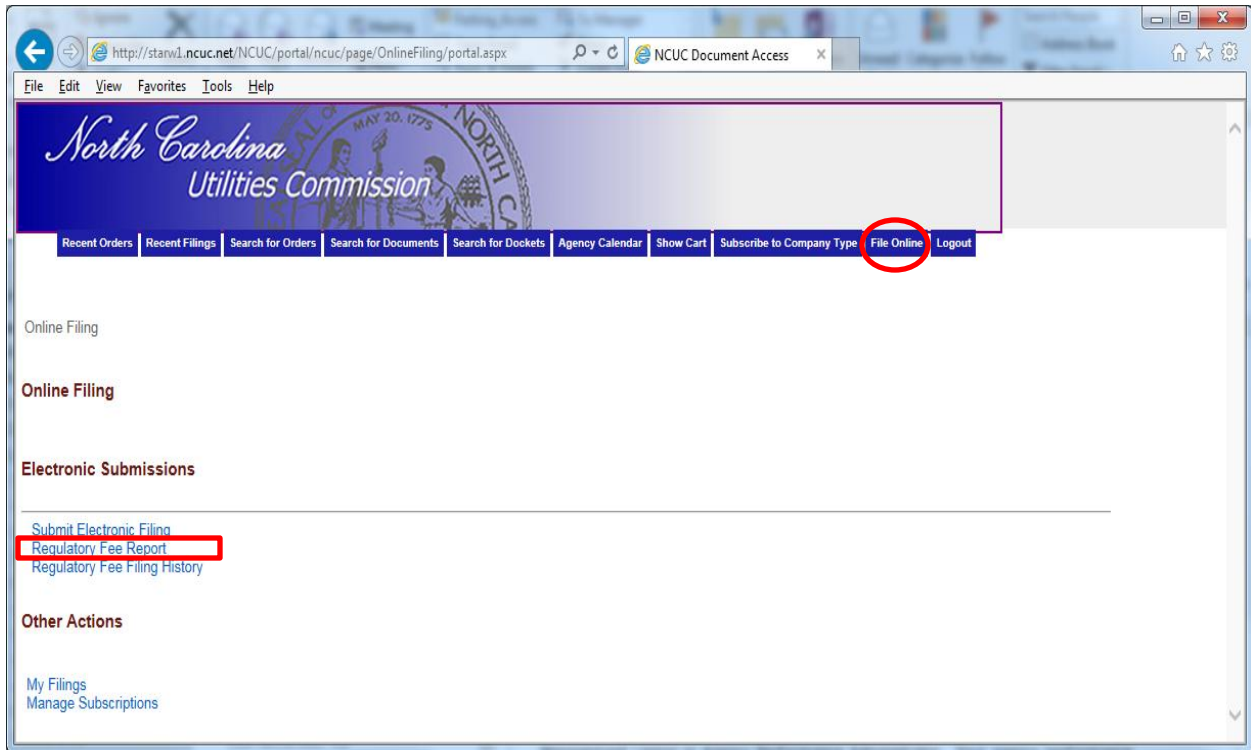
You will then see this screen and click the Login button:



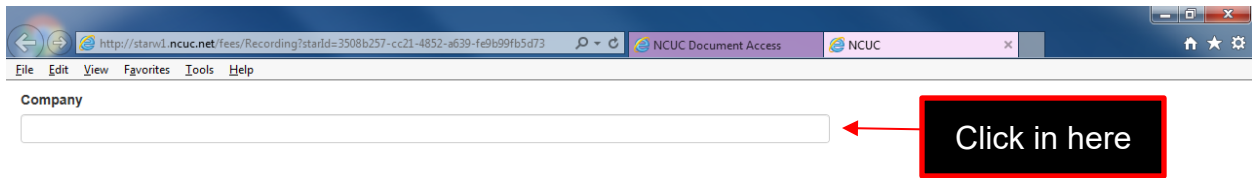
The screenshot shows a web browser window with the URL <http://starw1.ncuc.net/NCUCtest/portal/ncuc/page/NCIDLogin/portal.aspx>. The page header features the North Carolina Utilities Commission logo and a navigation menu with items like 'Recent Orders', 'Recent Filings', 'Search for Orders', 'Search for Documents', 'Search for Dockets', 'Agency Calendar', 'Show Cart', 'Subscribe to Company Type', 'File Online', and 'Login'. The main content area is titled 'NCID Login' and includes the instruction 'Login to create/renew filings or manage your account'. Below this are input fields for 'Username:' and 'Password:'. Three buttons are present: 'Login', 'Register', and 'Forgot Password?'. The 'Login' button is circled in red. A note at the bottom states: 'NOTE: Register and Forgot Password buttons will redirect you to the NCID website. You must register with NCID before logging into this page, and then use your NCID login here.'

NOTE: If you forget your Login or Password, click the “Forgot Password?” button and the system will ask you your questions to recall or reset your password. You could also go the NC ID web page to do this as well – at <https://ncid.nc.gov>.

Once you are on the screen below, you will click on File Online in the top toolbar and then on Regulatory Fee Report under the header Electronic Submissions.



You will now enter and/or search for your company name. You will see the screen below:



You should click in the box below the word “Company” and begin typing either the name and/or the entity/docket number and the system will try to match the information you are keying in. Select the company that you are trying to file a report for from the list of companies in the drop down box.

**NOTE: Even once a company certificate is cancelled, you will be able to file your final report electronically up to 6 months after the cancellation date.**

Once you click on the Entity number and company name you are looking for, the screen will show you a Fiscal Year, Quarter, and Recording Filing Type boxes, like the below screen:

The screenshot shows a web browser window with the following elements:

- Address bar: <http://starw1.ncuc.net/fees/Recording?starId=3508b257-cc21-4852-a639-fe9b99fb5d73>
- Browser tabs: NCUC Document Access, NCUC
- Form fields:
  - Company: W-1034 : Water Resources, Inc.
  - Fiscal Year: 2016
  - Quarter: (empty dropdown)
  - Recording Filing Type: Base Rate : 0.148%

**\*\*NOTE: With the new screen you can file any report for the current year and last 5 years online and the correct rate will apply. Also any Telephone company that has more than one rate, can now electronically file for both rates by changing the Recording Filing Type to the respective rate they are filing for. The system is set to know if you have more than one rate.**

On the screen above, the Fiscal Year will default to the current year and if that is correct you do not need to modify this information. If you are filing for a previous year, type in the four digit year you are filing for. Remember our state fiscal year goes from July to June so you should enter the last year (for 2025-2026, enter 2026). You should now select the correct quarter.

Please remember that the quarters are as follows:

- a) First Quarter – July to September
- b) Second Quarter – October to December
- c) Third Quarter – January to March
- d) Fourth Quarter – April to June

Once you have entered the quarter, you are filing for the system will let you know if you have already filed for the respective quarter with a message. If you have already filed for a given quarter, you are not allowed to file a second report for the same quarter so you much change the quarter. **Any amendment to your report must be mailed in as REVISED report.** If you have not already filed for the respective quarter, you will see the below screen:

Line No.	Description	Amount
1.	Total North Carolina Jurisdictional Revenues	\$0.00
2.	Less revenues included on Line 1 determined to be uncollectible	\$0.00
3.	Revenues subject to regulatory fee (Line 1 minus Line 2)	\$0.00
4.	Statutory regulatory fee percentage rate	0.1480 %
5.	Amount of regulatory fee due	\$25.00
6a.	ADJUSTMENT: Plus Additional Amount Due on Account	\$0.00
6b.	ADJUSTMENT: Minus Credit on Account Total Surplus on Account: \$0 (Applied as needed)	\$0.00
7.	FINAL AMOUNT PAID BY PAYMENT THIS QUARTER	\$25.00

**CERTIFICATION**  
I hereby certify that the information contained in this report is true to the best of my knowledge and belief.

Authorized Signature and Title \*      Contact Person \*  
\_\_\_\_\_  
Kara Killete

Contact Telephone Number \*      Contact Email Address \*  
(704) 227-0895      waterresourcesnc@gmail.com

NOTE: This report and payment of the regulatory fee are due on or before May 15, 2016  
The Public Utility Regulatory Fee is imposed pursuant to N.C. General Statute 62-302

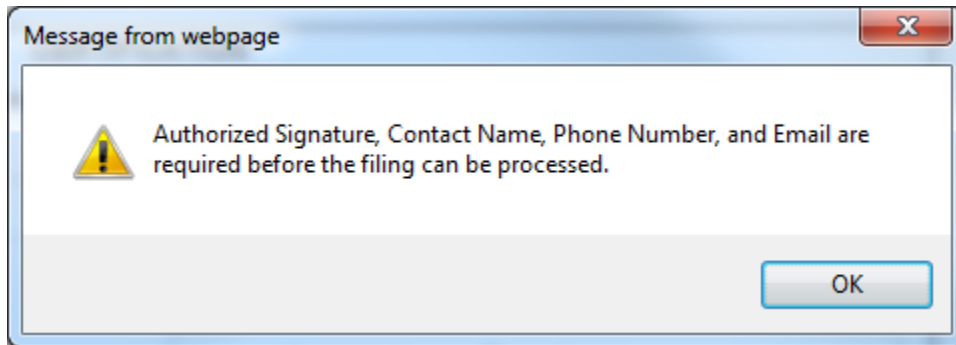
Reset      Cancel      Submit      Submit & Pay

As is your normal process, you will fill in the jurisdictional revenue on Line 1 (this should be on an accrual basis) and you will enter on Line 2 any revenue you definitely believe to

never be collectible; thus it is Uncollectible. Once again, if you have no jurisdictional revenue place one cent (\$.01) on Line 1.

**NOTE: With the new screen, the system will automatically populate the 6a and 6b line if you have an Amount Due balance or Credit balance on your account. This will occur until you no longer have a balance due or credit balance. You will not be allowed to change any figures on any lines except Line 1 and Line 2.**

In the Certification section, if there is any contact information in our current system, it will appear in the contact person, telephone number and email address boxes. If this information is not correct and/or current, please change it or if there is no contact information, please fill these blocks in. You must add the Authorized Signature and title to the box provided. All these boxes must have information in them for you to move forward with your submission. If you do not fill in all these boxes you will get an error message as follows:

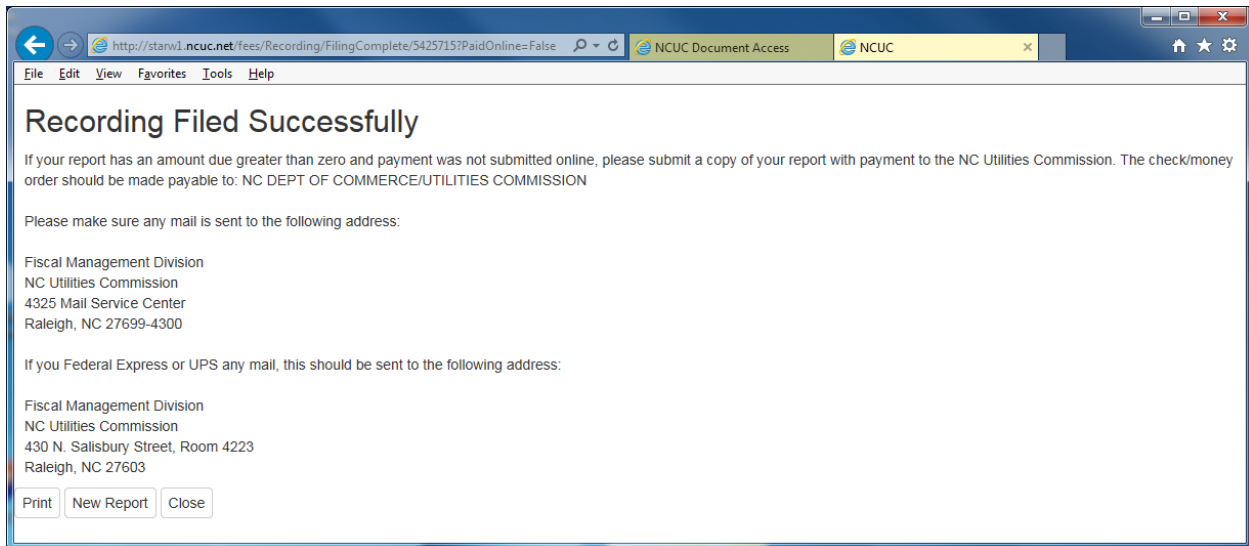


You will need to fill in the box that is still empty before you can proceed with the filing of your report.

On the bottom of the report and certification section, you will see you have four options. See the bottom of the screenshot on page 16 for an example. On the next page each option will be explained and shown with the respective screen shots:

**Option #1 - “Submit”:** If you click this option, you will file your report and you will need to mail in a copy of your report with your payment. If you do not have an amount due, this will be your only option as you have nothing to pay and there is nothing that needs to be mailed in.

With the previous example, you see there was \$25 due but I am choosing submit. The following are the screens you will see:

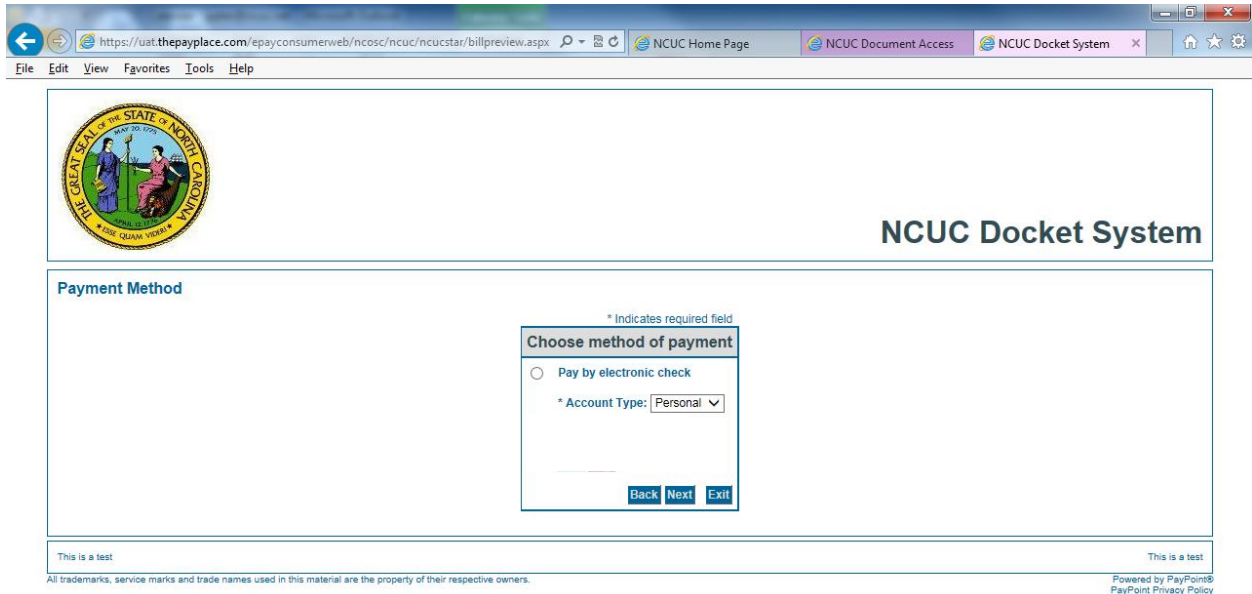


This will confirm that you have successfully filed your report. You should click “Print” to print your report. Once you have printed your report, you should close the window and you can either click “New Report” to do another report (This will take you back to a screen like page 13 earlier in this guide) or click “Close” to take you back to the web site after a confirming message making sure you want to close the tab open.

**NOTE: As of July 1, 2017, the mail service center has begun returning regular mail that does not use the mail service center address so please submit your payment with the correct address or it could come back to you.**

**If you submit through federal express or UPS you are fine using the street address.**

**Option #2 – Submit & Pay:** This button will only be available if you have an amount due on Line 7. Once you click the “Submit & Pay” button, you will have your report submitted and you will be redirected to Paypoint to pay for your report amount due. You will see the below screen after you click the “Submit & Pay” button. On this screen, choose the method of payment. Then click the Next button.



On this page fill in the respective information requested. Please note that the boxes with asterisks are required boxes. If you are a business, please just put your name on the first and last name lines as these must be filled in. The most important information to insure you payment is successful is the Account number and routing number. Please do not enter any special characters as errors have been known to occur. (Special Characters would be - !, \$, /). Then click Next.

The screenshot shows a web browser window with the URL <https://uat.thepayplace.com/epayconsumerweb/ncosc/ncuc/ncucstar/paymentinfo.aspx>. The page title is "NCUC Docket System". The main content area is titled "Payment Information" and contains three sections: "Billing Address", "Payment Details", and "Payment Method".

**Billing Address** (Indicates required field):

- \*First Name: [Text box with "Pat" entered]
- M.I.: [Text box]
- \*Last Name: [Text box with "Cater" entered]
- \*Street Line 1: [Text box with "430 N. Salisbury Street" entered]
- Street Line 2: [Text box with "Room 4223" entered]
- \*City: [Text box with "Raleigh" entered]
- \*State: [Dropdown menu with "North Carolina" selected]
- \*Zip: [Text box with "27603" entered]
- \*Phone: [Text box with "9197330832" entered]
- \*E-Mail: [Text box with "cater@ncuc.net" entered]

**Payment Details**:

- \*Payment Amount: 25.00 USD
- Footnote: \*Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 3:00 PM ET will be executed on the next valid banking day.

**Payment Method**:

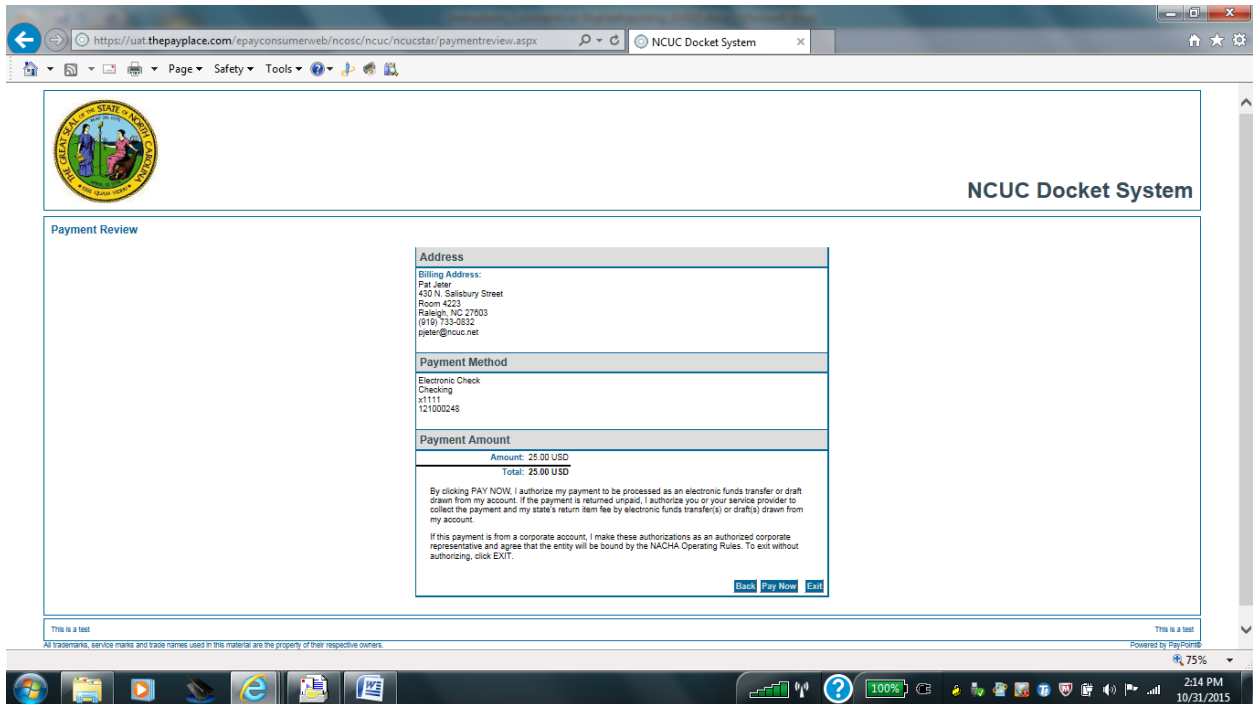
- \*Account Number: [Text box] What's This?
- \*Re-Type Account Number: [Text box]
- \*Routing Number: [Text box] What's This?
- \*Account Type:  Checking  Savings

Buttons: Back, Next, Exit

Footer: This is a test. All trademarks, service marks and trade names used in this material are the property of their respective owners. Powered by PayPoint. PayPoint Privacy Policy.

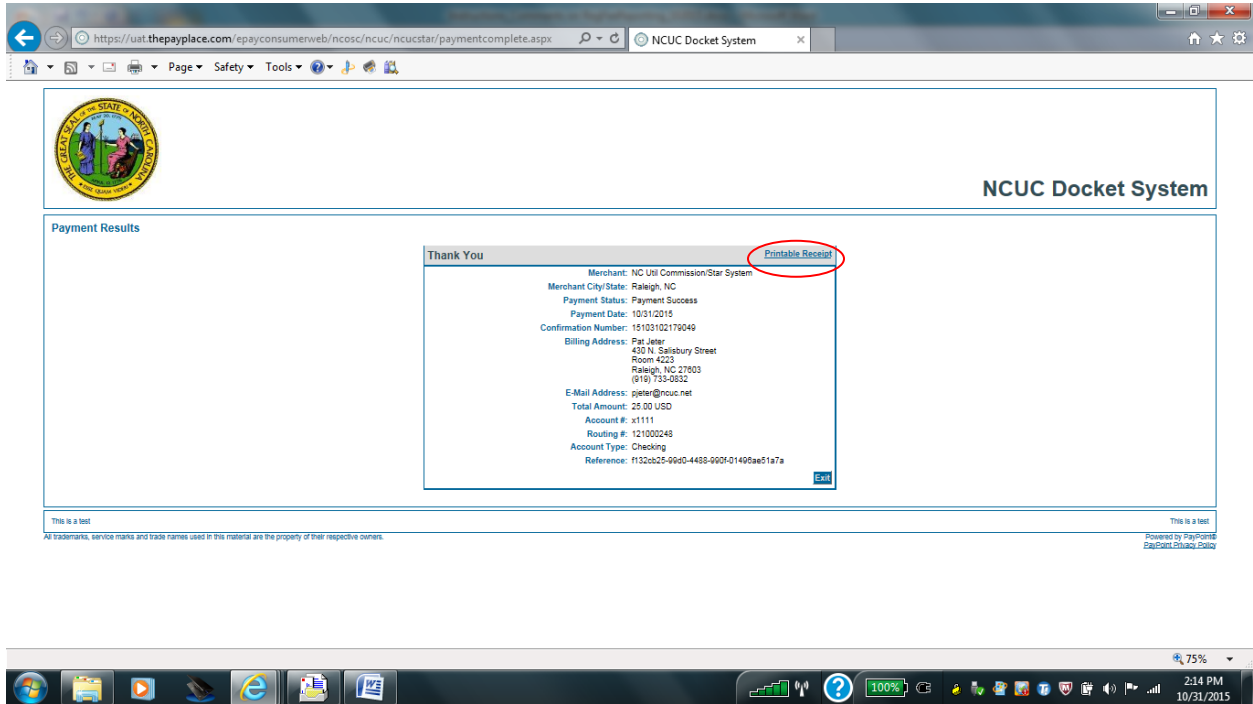
**NOTE:** Please know that the system will not be holding your bank account and routing information; thus you will need to enter it with each payment.

The system provides you with an opportunity to review your payment information and if it is correct, you click the Pay Now button.



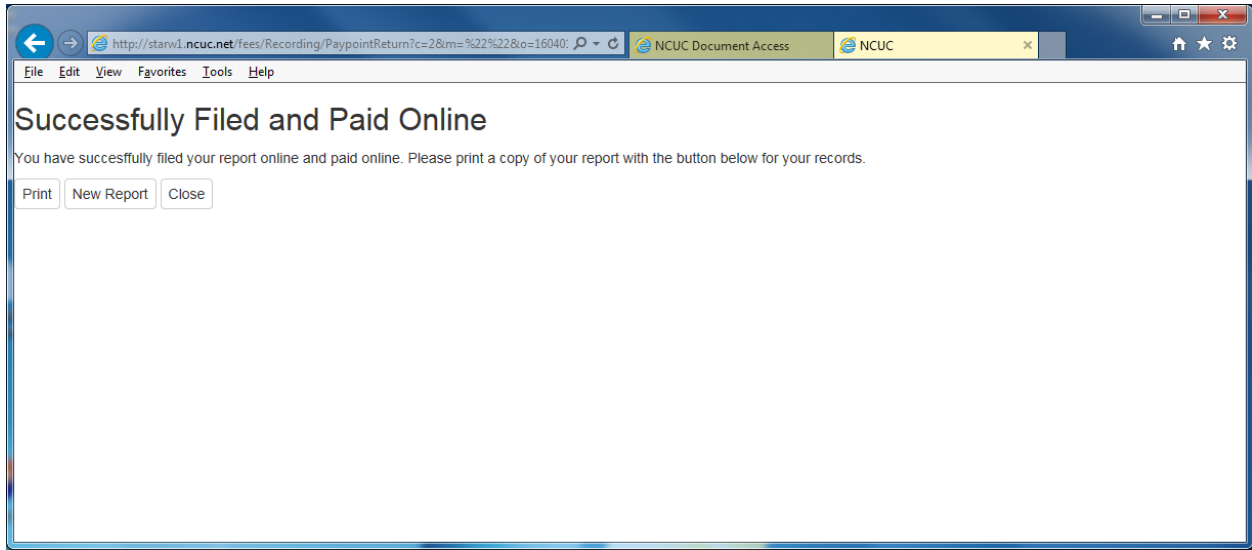
**NOTE: Although the screens in Paypoint indicate a back option, once you enter the pay online functions, any clicking of the back button normally results in your payment session ending. We apologize for this, but it is a function of Paypoint which we have no control over.**

You will now see your payment results with a reference number. This is your confirmation number. In the upper right hand corner of the receipt is a **Printable Receipt** button which you can click and then click File -Print to get a paper copy of your receipt. At this same time, a receipt is also being sent to your email address which you entered earlier on the payment information screen.



Once you have printed a receipt, you can click the Exit button.

The next screen you will see is below:



This will confirm that you have successfully filed your report and paid online. You should click “Print” to print your report. Once you have printed your report, you should close the window and/or you can either click “New Report” to do another report (This will take you back to a screen like page 13 earlier in this guide) or click “Close” to take you back to the web site after a confirming message making sure you want to close the tab open.)

For assistance you can contact someone in Regulatory Fees Reporting below:

Sarah Cushnie at 919-715-0422 or email at [scushnie@ncuc.gov](mailto:scushnie@ncuc.gov)

Also, you can contact the Fiscal Management Section at 919-733-7680 or email Fiscal Management at [FiscalManagement@ncuc.gov](mailto:FiscalManagement@ncuc.gov) .

## Using the Fillable PDF Regulatory Fee Report Form

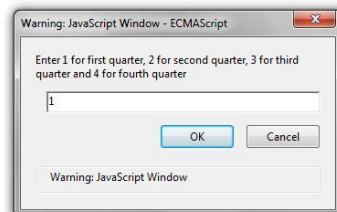
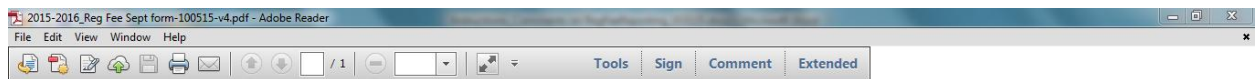
This form is a fillable PDF Regulatory Fee Report form.

As you open the file you will see the following pop-up boxes for you to enter information. The first box is for you to enter the quarter number for the report you are completing.

Just as a reminder:

- The First Quarter is July 1 – September 30, 2025
- The Second Quarter is October 1 – December 31, 2025
- The Third Quarter is January 1 – March 31, 2026
- The Fourth Quarter is April 1 – June 30, 2026

You will see the below box:



Once you enter the number corresponding to the quarter, click OK.

Then the complete Regulatory Fee Report form comes up and displays as seen below. Based on the quarter you selected, the header of form will indicated the end date of the quarter you are reporting for as well as the due date for the report. These items are in RED at the top of the form as seen below:

**STATE OF NORTH CAROLINA UTILITIES COMMISSION  
PUBLIC UTILITY REGULATORY FEE REPORT  
FOR THE QUARTER ENDED SEPTEMBER 30, 2017 - DUE NOVEMBER 15, 2017**

Entity Number:

Company Name:

Address:

City:  State: NC Zip:

Quarter of State Fiscal Year	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6: Adjustment		Line 7
	Total Jurisdictional Revenue	Less: Uncollectible Revenue	NET Jurisdictional Revenue	Statutory regulatory fee percentage rate	CALCULATED Amount of regulatory fee due (Line 3 x 4)	Adding Additional Amt Due on Account	Minusing any Credit on Account	Final Amount Paid By Payment this QTR (Line 5+/- 6)
Jul - Sept 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Oct - Dec 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Jan - Mar 2018			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Apr - Jun 2018			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**NOTE: THE MINIMUM FEE OF \$25.00 IS DUE WITH THE FIRST REPORT OF THE YEAR.**

CHECK #/ELECTRONIC PMT #

Checks should be SIGNED and made payable to N C DEPT OF COMMERCE/UTILITIES COMMISSION

**CERTIFICATION**

I hereby certify that the information contained in this report is true to the best of my knowledge and belief.

Authorized Signature and Title Date

Contact Person (Print Clearly) Telephone Number

CONTACT EMAIL ADDRESS

See instructions along with this form on the website at: <http://www.ncuc.net/regfeereporting.html>

**The Public Utility Regulatory Fee is imposed pursuant to N.C. General Statute 62-302.**

A full size version of this form can be found at the end of this section on Page 33.

You will need to enter the Entity Number, the Company Name, Address, City, State and Zip code at the top of the form in the boxes provided. You can type this information into the form boxes and tab from box to box.

Next, for the example form provided below, you are submitting for the first quarter of state fiscal year 2017-2018. You will enter the following on the July-Sept 2017 line:

- 1) In **Column 1** enter your Total Jurisdictional Revenue dollar figure. If you have none, enter \$0.01 (one cent).
- 2) In **Column 2**, enter any Uncollectible Revenue, if you have any.
- 3) The form will then calculate **Column 3**.
- 4) In **Column 4**, if you use the base rate, it is already selected - .0014 for state fiscal year 2019-2020. If you are one of the few Telephone companies who have a different rate, you will click on the drop down box and select the rate that applies to your company.
- 5) The form will then calculate **Column 5**.
- 6) In the **first column of 6**, you would enter any additional balance you may owe on your account. In the **second column of 6**, you would enter any surplus you may have on your account. This figure would always be entered as a positive figure and not be an amount greater than the figure in **Column 5**.
- 7) Once you have entered, all the corresponding information in columns 1, 2, 4, and 6, you should send a payment to the NC Utilities Commission Fiscal Management section for the dollar figure in **Column 7**. It would be helpful to us if you would enter the check number in the blank provided on the form as well.

At this point, your form may look like as follows:

**STATE OF NORTH CAROLINA UTILITIES COMMISSION  
PUBLIC UTILITY REGULATORY FEE REPORT  
FOR THE QUARTER ENDED SEPTEMBER 30, 2017 - DUE NOVEMBER 15, 2017**

Entity Number: T-000  
 Company Name: Pat's Transportation Company  
 Address: 430 N. Salisbury Street, Dobbs Bldg, Room 4223  
 City: Raleigh State: NC Zip: 27603

Quarter of State Fiscal Year	Line 1 Total Jurisdictional Revenue	Line 2 Less: Uncollectible Revenue	Line 3 NET Jurisdictional Revenue	Line 4 Statutory regulatory fee percentage rate	Line 5 CALCULATED Amount of regulatory fee due (Line 3 x 4)	Line 6: Adjustment Adding Additional Amt Due on Account	Minusing any Credit on Account	Line 7 Final Amount Paid By Payment this QTR (Line 5 +/- 6)
Jul - Sept 2017	\$ 10,000.00	\$ 1,000.00	\$ 9,000.00	0.00140	\$ 25.00	\$ 0.00	\$ 0.00	\$ 25.00
Oct - Dec 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Jan - Mar 2018			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Apr - Jun 2018			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**NOTE: THE MINIMUM FEE OF \$25.00 IS DUE WITH THE FIRST REPORT OF THE YEAR.**

Checks should be SIGNED and made payable to N C DEPT OF COMMERCE/UTILITIES COMMISSION  
 CHECK # /ELECTRONIC PMT #

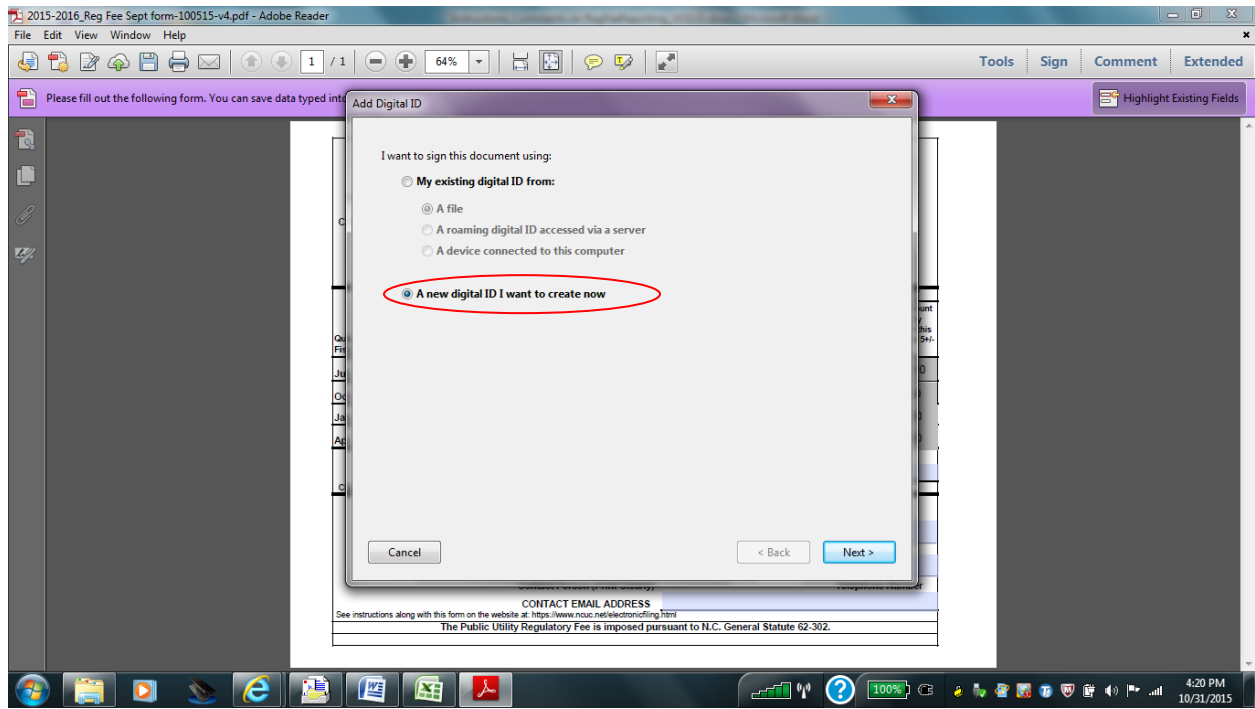
**CERTIFICATION**  
 I hereby certify that the information contained in this report is true to the best of my knowledge and belief.

Authorized Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Person (Print Clearly): \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 CONTACT EMAIL ADDRESS: \_\_\_\_\_

See instructions along with this form on the website at: <http://www.ncuc.net/regfeereporting.html>  
 The Public Utility Regulatory Fee is imposed pursuant to N.C. General Statute 62-302.

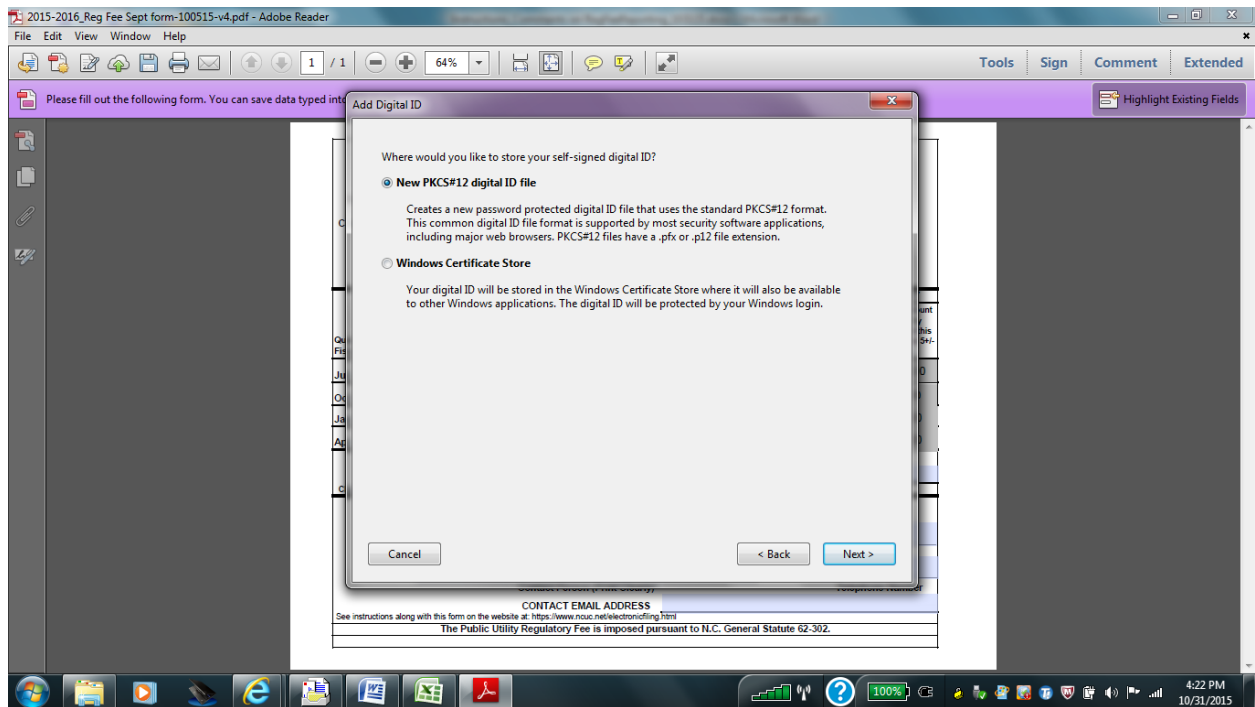
At this point, you will certify the accuracy of the information provided by clicking on the RED Flag to electronically sign this form on the previous page

Once you click on the flag you will see the following screen:



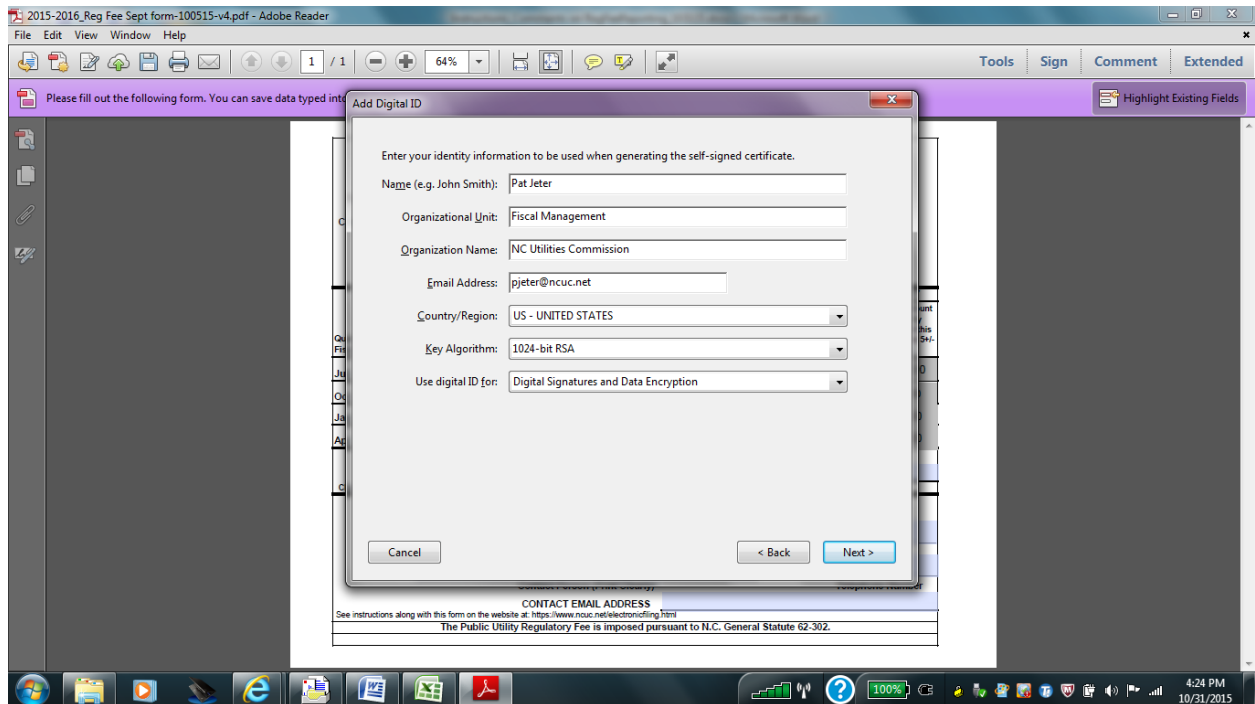
Unless you have a signature you want to use, click the button next to the item labeled – “A new digital ID I want to create now” and click the “Next” button at the bottom of the page.

You will then see the screen on the next page:

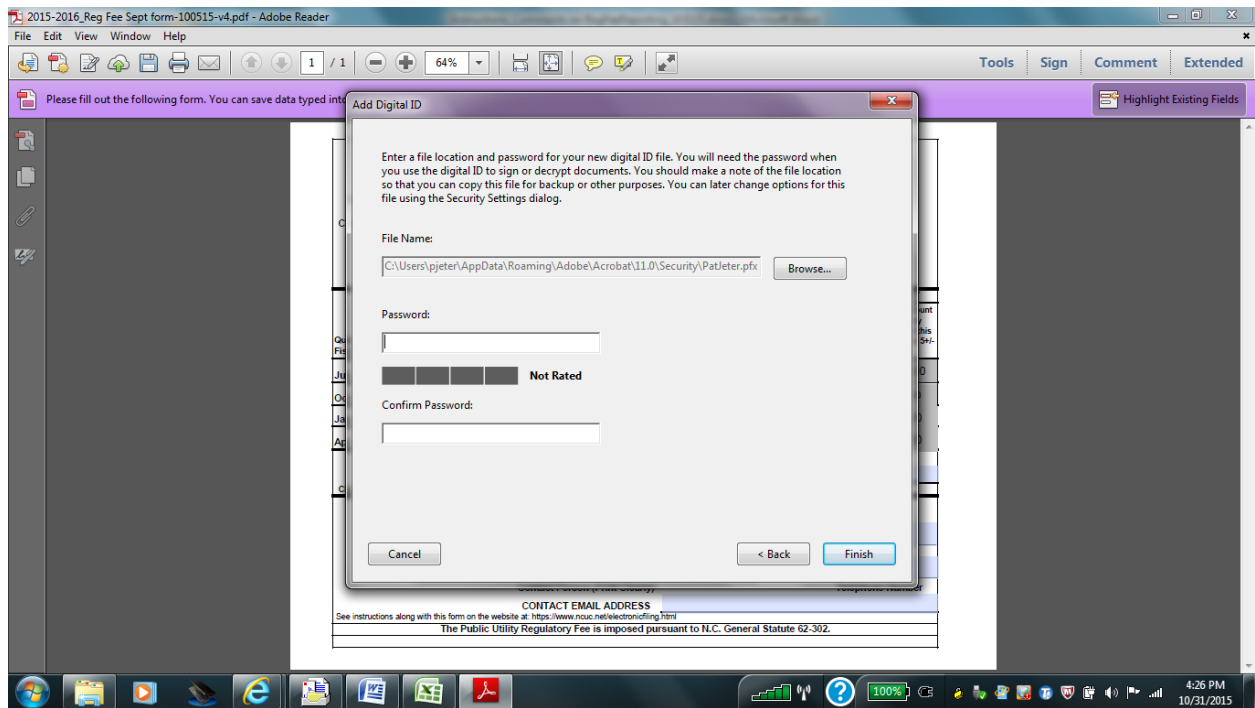


Stay with the default selection of the first button and click Next to move to the next screen.

On the next screen below, enter your name, organizational unit, organizational name, and your email address and click "Next".

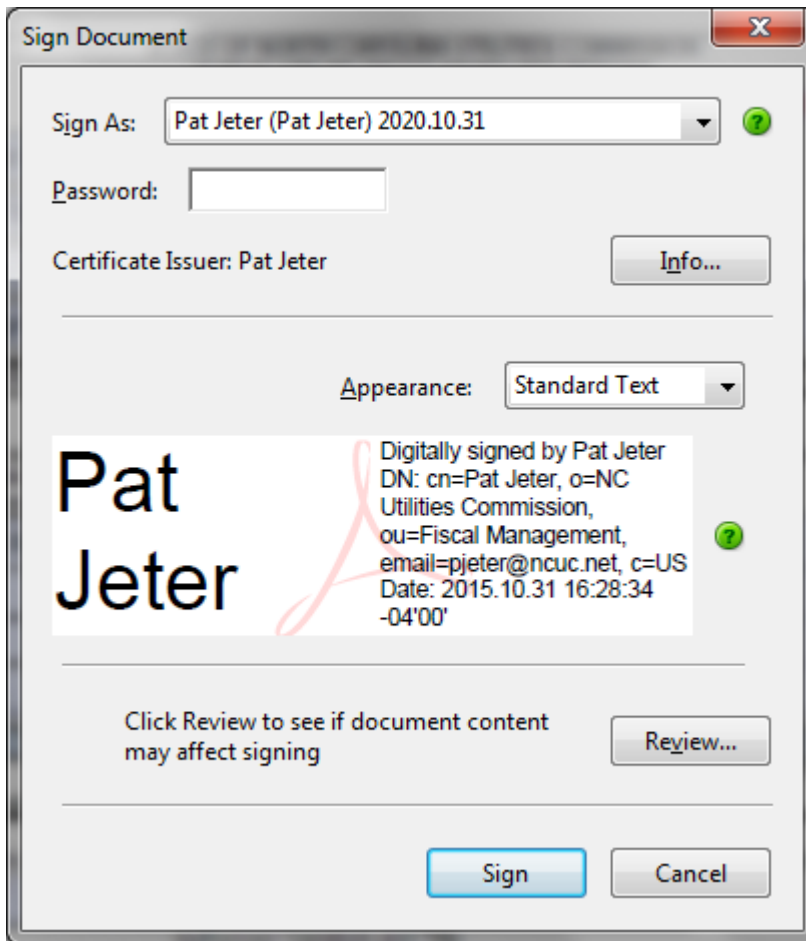


You will then see the following screen:



On this screen, enter a password and additionally enter this same password in the Confirm Password box and click “Finish”.

You next screen will look like this:



Enter your Password and click the “Sign” button.

The screen will then ask you to save the form. Modify the name of the form as you would like to insure you know what Entity and Year and Quarter the respective report is for as you save it.

**NOTE: The second time you use fillable form to do your Regulatory Fee Reporting, you will only need to enter your password and click sign to certify your report.**

You will then see your signature appear on your Fillable PDF Regulatory Fee Report form as shown below:

**STATE OF NORTH CAROLINA UTILITIES COMMISSION  
PUBLIC UTILITY REGULATORY FEE REPORT  
FOR THE QUARTER ENDED SEPTEMBER 30, 2016 - DUE NOVEMBER 15, 2016**

Entity Number: T-0000  
 Company Name: Pat's Transportation Company  
 Address: 430 N. Salisbury Street, Dobbs Bldg, Room 4223  
 City: Raleigh State: NC Zip: 27603

Quarter of State Fiscal Year	Line 1 Total Jurisdictional Revenue	Line 2 Less: Uncollectible Revenue	Line 3 NET Jurisdictional Revenue	Line 4 Statutory regulatory fee percentage rate	Line 5 CALCULATED Amount of regulatory fee due (Line 3 x 4)	Line 6: Adjustment		Line 7 Final Amount Paid By Payment this QTR (Line 5+/- 6)
Jul - Sept 2016	\$ 10,000.00	\$ 1,000.00	\$ 9,000.00	0.00140	\$ 25.00	\$ 0.00	\$ 0.00	\$ 25.00
Oct - Dec 2016			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Jan - Mar 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Apr - Jun 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**NOTE: THE MINIMUM FEE OF \$25.00 IS DUE WITH THE FIRST REPORT OF THE YEAR.**

Checks should be SIGNED and made payable to N.C. DEPT OF COMMERCE/UTILITIES COMMISSION CHECK # /ELECTRONIC PMT #

**CERTIFICATION**

I hereby certify that the information contained in this report is true to the best of my knowledge and belief.

Patricia Jeter  
 Authorized Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Contact Person (Print Clearly) Telephone Number \_\_\_\_\_

\_\_\_\_\_  
 CONTACT EMAIL ADDRESS \_\_\_\_\_

See instructions along with this form on the website at: <http://www.ncuc.net/regfeereporting.html>  
 The Public Utility Regulatory Fee is imposed pursuant to N.C. General Statute 62-302.

Next click in the date box or hit Tab and enter the date you are doing this report.

Tab or Click on the Contact Person blank and enter the name of the person whom should be contacted if there are any questions on this report. Next Tab or click on the Telephone Number and Contact Email Address blanks and provide this information.

Now that you have completed your report form – for the first quarter – you can save it as a record of your first quarter by clicking on the Disk on the top tool bar OR you can click on File – Save As and put the file where you would like to store it. Please be sure to print a copy of the report to mail with your check or money order as well as one to keep for your records. You then close your form by clicking on the “X” in the upper right hand corner of the screen.

Please mail your form and check/money order to the following address:

Fiscal Management Division  
NC Utilities Commission  
4325 Mail Service Center  
Raleigh, NC 27699-4300

For the following quarters – Quarter 2, 3, and 4 – you must enter the previous quarters Total Jurisdictional Revenues and Uncollectible Revenues in order for the form to assist you in correctly calculating your Amount Due for the respective quarter. You would start with a clean form as when you open the form you would select that you are doing this report for the third quarter and the correct end of quarter and due date would appear on the top of the form. You would go to the following web link to get the form for the next quarter of the State Fiscal Year. This form will be found on the Electronic Filings page of the NC Utilities Commission web site which is this web link:

<https://www.ncuc.gov/regfee/Regfeetraining.pdf>

For example if you were filing for Quarter 3, you would indicate you were filing for Quarter 3 when you begin with the form but then you would enter the information (previously reported for Quarters 1 and 2) so that the form can correctly calculate for you what is owed in Quarter 3. See the example below:

**STATE OF NORTH CAROLINA UTILITIES COMMISSION  
 PUBLIC UTILITY REGULATORY FEE REPORT  
 FOR THE QUARTER ENDED SEPTEMBER 30, 2016 - DUE NOVEMBER 15, 2016**

Entity Number: T-0000  
 Company Name: Pat's Transportation Company  
 Address: 430 N. Salisbury Street, Dobbs Bldg, Room 4223  
 City: Raleigh State: NC Zip: 27603

Quarter of State Fiscal Year	Line 1	Line 2	Line 3	Line 4	Line 5	Line 6: Adjustment		Line 7
	Total Jurisdictional Revenue	Less: Uncollectible Revenue	NET Jurisdictional Revenue	Statutory regulatory fee percentage rate	CALCULATED Amount of regulatory fee due (Line 3 x 4)	Adding Additional Amt Due on Account	Minusing any Credit on Account	Final Amount Paid By Payment this QTR (Line 5 +/- 6)
Jul - Sept 2016	\$ 10,000.00	\$ 1,000.00	\$ 9,000.00	0.00140	\$ 25.00	\$ 0.00	\$ 0.00	\$ 25.00
Oct - Dec 2016			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Jan - Mar 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Apr - Jun 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**NOTE: THE MINIMUM FEE OF \$25.00 IS DUE WITH THE FIRST REPORT OF THE YEAR.**  
 CHECK # /ELECTRONIC PMT # \_\_\_\_\_

Checks should be SIGNED and made payable to N C DEPT OF COMMERCE/UTILITIES COMMISSION

**CERTIFICATION**

I hereby certify that the information contained in this report is true to the best of my knowledge and belief.

Patricia Jeter Digitally signed by Patricia Jeter  
 DN: cn=Patricia Jeter, ou=Pat's New Company, ou=Fiscal Management,  
 email=jeter@ncuc.net, c=US  
 Date: 2016.08.16 08:38:40 -0400 08/16/16  
 Authorized Signature and Title Date  
 Regina Williams 919-733-5265  
 Contact Person (Print Clearly) Telephone Number  
 CONTACT EMAIL ADDRESS rwilliams@ncuc.net

See instructions along with this form on the website at: <http://www.ncuc.net/regfeereporting.html>

**The Public Utility Regulatory Fee is imposed pursuant to N.C. General Statute 62-302.**

NEW Full Version of Fillable PDF Regulatory Fee Report – November 2016

**STATE OF NORTH CAROLINA UTILITIES COMMISSION**  
**PUBLIC UTILITY REGULATORY FEE REPORT**  
 FOR THE QUARTER ENDED SEPTEMBER 30, 2016 - DUE NOVEMBER 15, 2016

Entity Number: T-0000

Company Name: Pat's Transportation Company

Address: 430 N. Salisbury Street, Dobbs Bldg, Room 4223

City: Raleigh State: NC Zip: 27603

Quarter of State Fiscal Year	Line 1 Total Jurisdictional Revenue	Line 2 Less: Uncollectible Revenue	Line 3 NET Jurisdictional Revenue	Line 4 Statutory fee regulatory percentage rate	Line 5 CALCULATED Amount of regulatory fee due (Line 3 x 4)	Line 6: Adjustment Adding Additional Amt Due on Account	Line 6: Adjustment Minusing any Credit on Account	Line 7 Final Amount Paid By Payment this QTR (Line 5+/-6)
Jul - Sept 2016	\$ 10,000.00	\$ 1,000.00	\$ 9,000.00	0.00140	\$ 25.00	\$ 0.00	\$ 0.00	\$ 25.00
Oct - Dec 2016			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Jan - Mar 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Apr - Jun 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**NOTE: THE MINIMUM FEE OF \$25.00 IS DUE WITH THE FIRST REPORT OF THE YEAR.**

Checks should be SIGNED and made payable to N.C. DEPT OF COMMERCE/UTILITIES COMMISSION

CHECK # /ELECTRONIC PMT #

**CERTIFICATION**

I hereby certify that the information contained in this report is true to the best of my knowledge and belief.

**Patricia Jeter** 08/16/16

Regina Williams Date

919-733-5265

Contact Person (Print Clearly) Telephone Number

CONTACT EMAIL ADDRESS rwilliams@ncuc.net

See instructions along with this form on the website at: <http://www.ncuc.net/regfeereporting.html>

**The Public Utility Regulatory Fee is imposed pursuant to N.C. General Statute 62-302.**

## Understanding the Calculation of How Much Regulatory Fees You Owe

I will use the example on Page 31 to further help you understand how the determination is made of what you owe each quarter for your Regulatory Fee.

As you see the example company – T-0000-Pat’s Transportation Company – has the base regulatory fee percentage of .0013.

This means when this company pays their first quarterly payment of at least \$25 their \$25 equates to \$19,231 in Net Jurisdictional Revenue (\$25 divided by .0013).

	Line 1	Line 2	Line 3	
	Total Jurisdictional Revenue	Less: Uncollectible Revenue	NET Jurisdictional Revenue	RUNNING TOTAL OF NET JURISDICTIONAL REVENUE
Jul - Sept 2019	\$10,000.00	\$100.00	\$9,900.00	\$9,900.00
Oct - Dec 2019	\$0.01	\$0.00	\$0.01	\$9,900.01
Jan - Mar 2020	\$10,000.00	\$0.00	\$10,000.00	\$19,900.01
Apr - Jun 2020				
			BASE AMOUNT	\$19,231.00

At this point, the running Total of Net Jurisdictional Revenue has exceeded the base by \$669.01 (\$19,900.01 - \$19,231.00). Thus the company must pay additional fees on the dollars beyond the base amount.

$$\$669.01 \times .0013 = \$0.87$$

Now that the company has exceeded the base amount of \$19,231, if they have any Net Jurisdictional Revenue to report in the Fourth quarter, the company will be required to pay a regulatory fee on the entire amount of Net Jurisdictional Revenue.

## New Public Access to Previously Filed Reports and Their Invoices

Effective August 2016, active contacts for utility companies are now able to get to previously filed reports as well as invoices associated with the amount due on the respective regulatory fee report. “Active Contacts” are the individuals listed as the current contact on the most recently filed regulatory fee report.

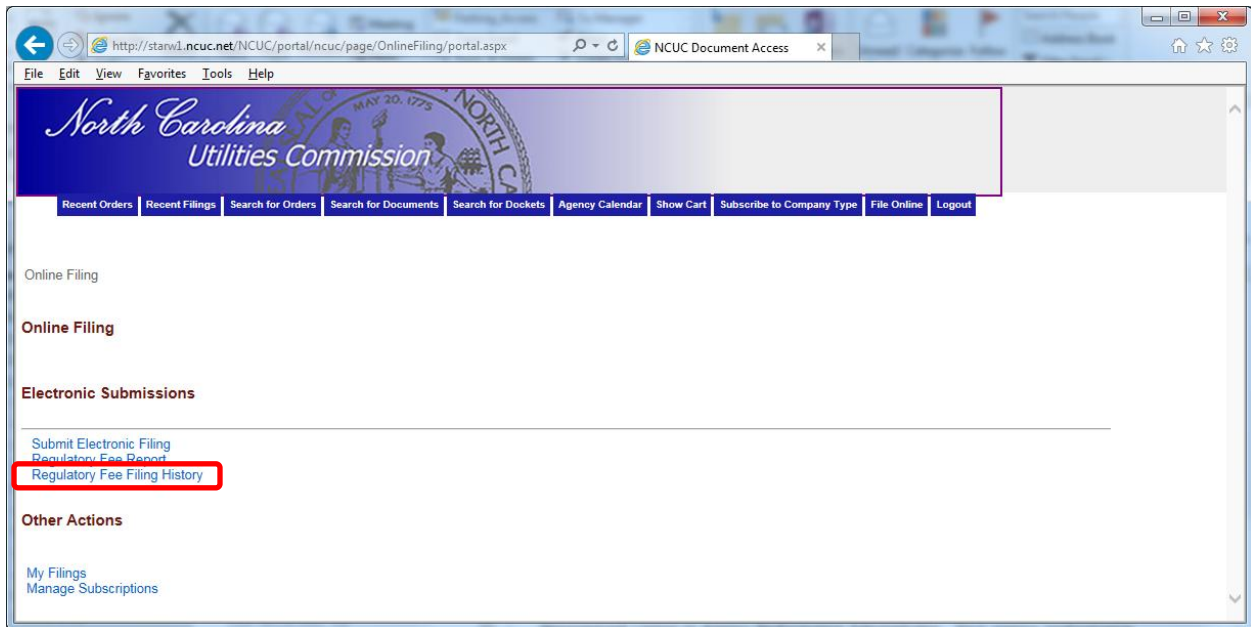
Your access is limited to only those companies for which you are listed as the contact so you are not able to see any company’s reports.

To get to this functionality, you log in at the same location you log in to file regulatory fee report as seen below at <https://starw1.ncuc.gov/NCUC/portal.aspx>

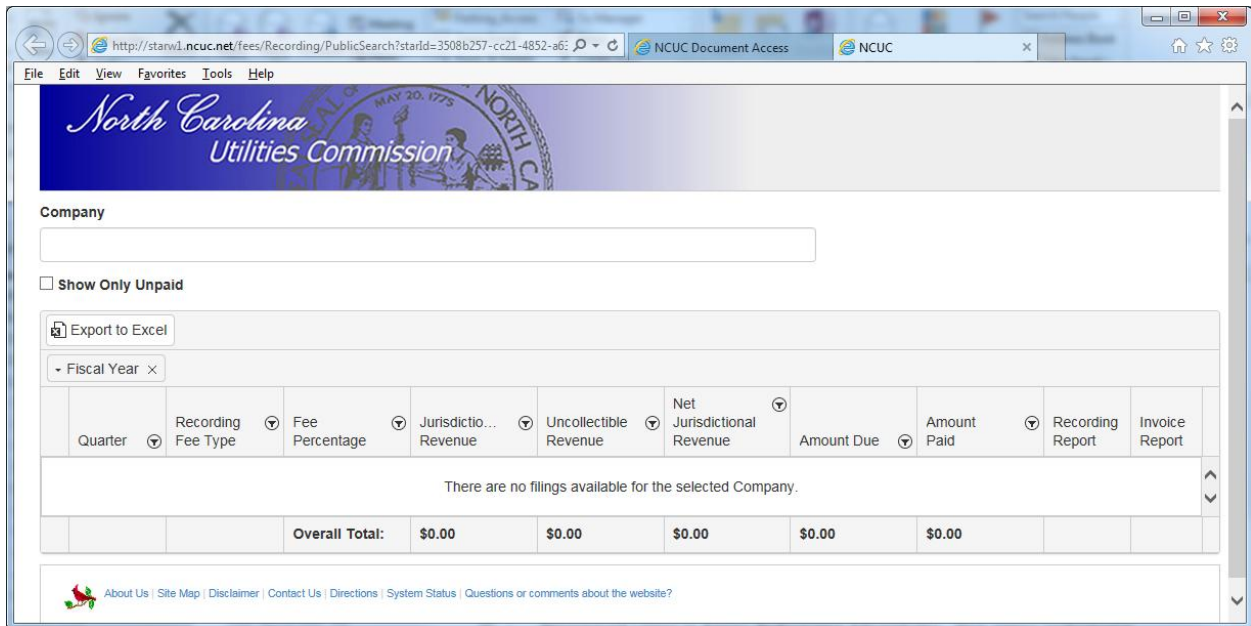


The screenshot shows a web browser window with the URL <http://starw1.ncuc.net/NCUC/portal/ncuc/page/NCIDLogin/portal.aspx>. The page features the North Carolina Utilities Commission logo and a navigation menu with items like "Recent Orders", "Recent Filings", "Search for Orders", "Search for Documents", "Search for Dockets", "Agency Calendar", "Show Cart", "Subscribe to Company Type", "File Online", and "Login". The main content area is titled "NCID Login" and includes the instruction "Login to create/renew filings or manage your account". Below this are input fields for "Username:" and "Password:", both marked with an asterisk to indicate they are required. A note below the fields states: "\* indicates a required field". At the bottom of the form are three buttons: "Login", "Register", and "Forgot Password?". A final note reads: "NOTE: Register and Forgot Password buttons will redirect you to the NCID website. You must register with NCID before logging into this page, and then use your NCID login here."

Once you have logged in, you will now see an additional option of “Regulatory Fee Filing History” – as shown below:



Click on this item and you will see the below:



Click in the Company box and start typing the company you are looking for. The screen will try to match the options available to you and you should select the company you are looking for.



Once you select a company, you will see all the filings which are available to you. The screen will look like the following:

In this example I am selecting SC-1640 – Black, Judith:

Quarter	Recording Fee Type	Fee Percentage	Jurisdictional Revenue	Uncollectible Revenue	Net Jurisdictional Revenue	Amount Due	Amount Paid	Recording Report	Invoice Report
<b>Fiscal Year: 2016</b>									
1	Base Rate	0.1480 %	\$2.50	\$0.00	\$2.50	\$25.00	\$25.00		
<b>Total:</b>			<b>\$2.50</b>	<b>\$0.00</b>	<b>\$2.50</b>	<b>\$25.00</b>	<b>\$25.00</b>		
<b>Fiscal Year: 2015</b>									
1	Base Rate	0.1350 %	\$1.75	\$0.00	\$1.75	\$25.00	\$25.00		
2	Base Rate	0.1350 %	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
3	Base Rate	0.1350 %	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

As you see the screen will show you the reports with the most recent on top by reporting year and then go down to the oldest. You should use the right side of the screen to move down the years.

The first option you have on this screen is a check box for you to only look at the Reports for which there has not yet been payment.

Next, you have the option to export all your company information to excel so you can look at it on paper if you want to print it or to merely have it for your records.

As the screen shows each quarter by year as you go across the row, you will find that the second to last column – labeled “Recording Report” – allows you to click on the file and pull up and print a PDF version of this respective report.

The last column allows you to click and pull up a PDF of the Invoice which corresponds to the respective report. Some of our companies can only make payment based on invoices. Now they can obtain these invoices online without having to contact us and have us email them to the company.

If you go to the very bottom of the screen it does provide totals of each column of all the respective dollar columns for all the reports in our Fiscal Database of the NC Utilities

Commission. To exit this screen, simply click the “x” on the tab which opened with this screen and then log out.

## New Public Access to Pay Any Outstanding Balances on Account Online

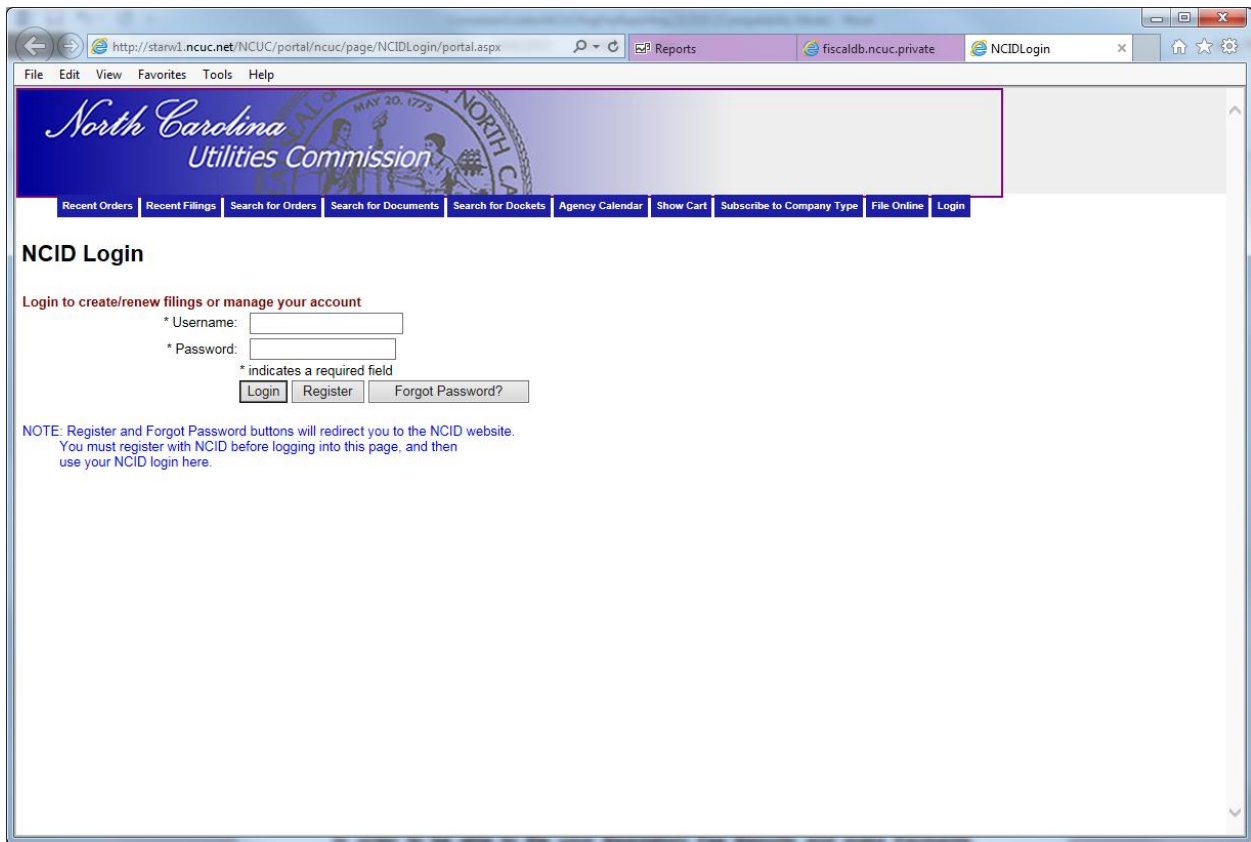
Effective December 2016, active contacts for utility companies are now able to go to their filing history and pay any outstanding balances they may have on their account electronically.

“Active Contacts” are the individuals listed as current contacts in the Fiscal Database/Accounts Receivable Database based on you filing reports and/or letting us know you need to be added as an additional contact for payment purposes on your respective account(s).

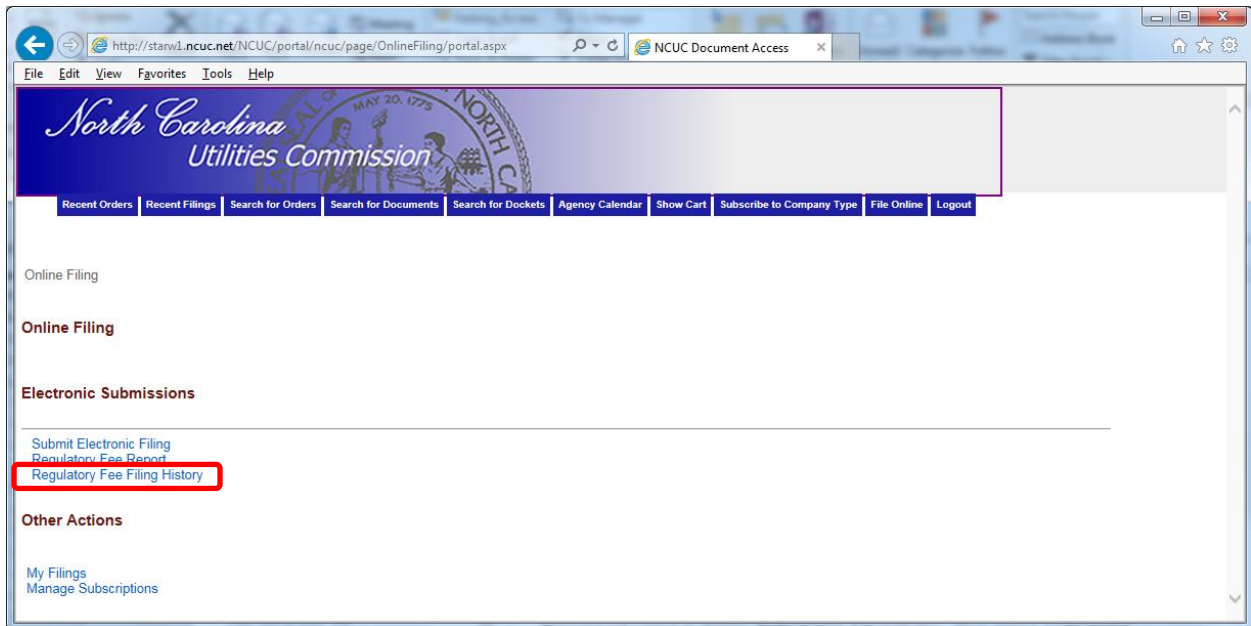
Your access is limited to only those companies for which you are listed as the contact so you are not able to see any company’s reports.

To get to this functionality, you log in at the same location you log in to file regulatory fee report as seen below at

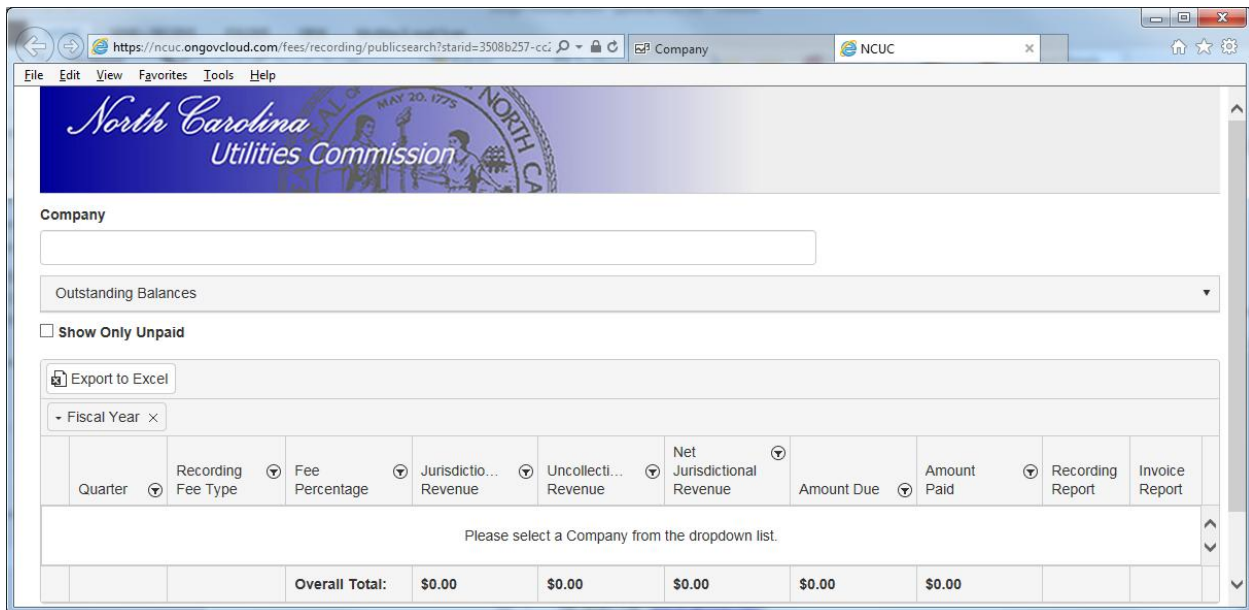
<https://starw1.ncuc.gov/NCUC/portal.aspx>



Once you have logged in, you will now see an additional option of “Regulatory Fee Filing History” – as shown below:



Click on this item and you will see the below:



Click in the Company box and start typing the company you are looking for. The screen will try to match the options available to you and you should select the company you are looking for.

Once you select a company, you will see all the filings which are available to you. As of December 2016, you will also see a box labeled “Outstanding Balances.” If you click on this box, it will indicate whether there is any outstanding balance and offer you a “Make Payment” button to make payment on your outstanding balance. The outstanding balances are separated by Revenue type. Most will be Regulatory Fee, but you may also see Filing Fees, Miscellaneous Fees or Other fees which you may owe based on your activities with the Chief Clerk’s Office of the NC Utilities Commission.

The screen will look like the following:

In this example I am selecting P-1551 – Time Warner Cable Business, LLC:

The screenshot shows the North Carolina Utilities Commission website. The company name is P-1551 - TIME WARNER CABLE BUSINESS, LLC. Under 'Outstanding Balances', there is a table with the following data:

Revenue Account	Amount Due	
Regulatory Fees	\$1,480.00	Make Payment

Below this, there is a section for 'Fiscal Year 2016' with a table of fee details:

Quarter	Recording Fee Type	Fee Percentage	Jurisdictional Revenue	Uncollectible Revenue	Net Jurisdictional Revenue	Amount Due	Amount Paid	Recording Report	Invoice Report
Fiscal Year: 2016									
1	Base Rate	0.1480 %	\$1,000,000.00	\$0.00	\$1,000,000.00	\$1,480.00	\$0.00		
2	Base Rate	0.1480 %	\$0.01	\$0.00	\$0.01	\$0.00	\$0.00		

You see on the screen above that I had already clicked on the blue box “Outstanding Balances” and the screen reveals in this example that there is an outstanding Regulatory Fee balance; thus, the individual (perhaps the company accounts payable individuals or the individual that filed the report) can now go in separately from the filing of the report to pay the outstanding balance.

You merely click on the “Make Payment” button and the system will take you to Paypoint to make the payment on your account.

We currently accept E-checks (bank accounts with routing numbers) and credit cards as a means of payment; thus when you go to Paypoint you will need to have this information available to make payment.

If you want to see the reports for which the outstanding balance belongs, click on the check box next to “Show Only Unpaid” and this will reveal the reports which make up the Regulatory Fees outstanding balance.

To exit this screen, simply click the “x” on the tab which opened with this screen and then log out.

NOTE: This functionality was particularly added for those companies that have different individuals who file the report verses staff that pay the regulatory fees and have access to the bank account. This will allow the separation of duties and yet allow both the report and payment to be made electronically.

This will also assist those that have system issues which prevent them from paying online after they electronically file their report.

## Contact Information for the NC Utilities Commission Fiscal Management

If you should have any questions or concerns with regard to anything relating to the filing of your Regulatory Fee Reports and/or the Payment of your Regulatory Fees, please call Sarah Cushnie at 919-715-0422 or email [scushnie@ncuc.gov](mailto:scushnie@ncuc.gov). You can also call the main Fiscal Management phone number of 919-733-7680 or email us at [fiscalmanagement@ncuc.gov](mailto:fiscalmanagement@ncuc.gov).

If you do not pay your Regulatory Fees electronically, all checks and money orders should be made out to:

### **NC Dept of Commerce/Utilities Commission.**

Please make sure any mail is sent to the following address:

Fiscal Management Division  
NC Utilities Commission  
4325 Mail Service Center  
Raleigh, NC 27699-4300

If you Federal Express or UPS any mail, this should be sent to the following address:

Fiscal Management Division  
NC Utilities Commission  
430 N. Salisbury Street, Room 2074  
Raleigh, NC 27603

Also remember that all Regulatory Fee Reporting and Payment information can be found on the NC Utilities Commission web site under the “Regulatory Fee Reporting” tab at:

<https://starw1.ncuc.gov/NCUC/portal.aspx>

Thanks for working with us!