

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
UTILITY PROPERTY TAX INFORMATION UPDATE
RSA 83F

DUE ON OR BEFORE MAY 1, 2009

STEP 1 OWNERSHIP INFORMATION	Please check one <input type="checkbox"/> Corporation <input type="checkbox"/> Association <input type="checkbox"/> Trust <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Estate <input type="checkbox"/> Individual (Sole Proprietor) <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Other (specify) _____	
	NAME OF UTILITY (TRADE NAME)	IF AMENDED RETURN, CHECK HERE <input type="checkbox"/>
	NAME OF OWNER (IF DIFFERENT THAN NAME OF UTILITY)	FEDERAL IDENTIFICATION NUMBER
	PARENT COMPANY (IF UTILITY DOES NOT FILE A FEDERAL TAX RETURN)	FEDERAL IDENTIFICATION NUMBER
	BILLING ADDRESS	
	CITY/STATE/ZIP CODE	
	CONTACT PERSON	PHONE NUMBER
	E-MAIL ADDRESS	FAX NUMBER
STEP 2 POLLUTION CONTROL EXEMPTION	If you wish to claim air and/or water pollution control exemption(s) as described in RSA 72:12-A, please complete and submit to the Department of Revenue Form PA-20E and include a copy of the exemption letter from New Hampshire Department of Environmental Services. If you do not have Form PA-20E, you may visit our web site at www.nh.gov/revenue or contact this office by calling the Property Appraisal Division at (603) 271-2687.	
STEP 3 ANTICIPATED CHANGES	Describe events or circumstances (either past or projected; internal or external to your business; and market-related) that has or is expected to significantly impact your income, expenses or operations. Attach additional sheets if necessary.	
STEP 4 RATE AGREEMENTS (If applicable)	Attach a summary of the contract associated with the existing rate agreement, to include the following detail: names of entities, beginning date, termination date, contract "rate" amount including any expected changes in rate, and timing. If you are engaged in any discussions wherein purchaser intends to buy-out contract, please describe the status of these discussions.	

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STEP 5(a) COMPANY ASSET INFORMATION <u>EVERYWHERE</u> <u>AND</u> <u>NEW HAMPSHIRE</u>	1. ACCOUNTING PERIOD ENDING (CHECK ONE): DECEMBER 31, 2008 <input type="checkbox"/> or MARCH 31, 2009 <input type="checkbox"/>			
	2. Total Original Cost Everywhere			\$
	3. Total Original Cost In New Hampshire			\$
	4. Total Non-Taxable Property Everywhere			\$
	5. Total Net Book Value Everywhere			\$
	6. Total Net Book Value In New Hampshire			\$
STEP 5(b) COMPANY ASSET INFORMATION <u>EVERYWHERE</u> <u>ONLY</u>	DESCRIPTION	BOOK VALUE	DESCRIPTION	BOOK VALUE
	1. Utility Plant in Service	\$	5. Accum. Deprec. Util. Plant	\$
	2. Contribution in Aid of Construction (CIAC)	\$	6. Accum. Deprec. CIAC	\$
	3. Construction Work in Process (CWIP)	\$		
	4. Materials & Supplies	\$	7. Fuel Stocks	\$
STEP 5(c) COMPANY ASSET INFORMATION <u>EVERYWHERE</u> <u>ONLY</u>	CAPITAL STRUCTURE BREAKDOWN			
	1. Long-term Debt			\$
	2. Preferred Stock			\$
	3. Common Equity			\$
	4. Current Liabilities			\$
	5. Total Capital			\$

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STEP 6(a) PRODUCTION & REVENUE DETAIL <u>EVERYWHERE ONLY</u>	ELECTRIC (Generation / Transmission / Distribution / Hydro & All Renewable Entities)			
	OPERATIONAL STATISTICS UTILITY ONLY	2006	2007	2008
	1. Total Annual Output Produced			
	2. Generation Revenue	\$	\$	\$
	3. Capacity Payment Revenue	\$	\$	\$
	4. Renewable Energy Credits (RECs)	\$	\$	\$
	5. Production Tax Credits (PTCs)	\$	\$	\$
	6. Other Utility Revenue (Describe)	\$	\$	\$
	7. Total Utility Revenue, All Sources	\$	\$	\$
STEP 6(b) PRODUCTION & REVENUE DETAIL <u>EVERYWHERE ONLY</u>	WATER (Water / Sewer)			
	OPERATIONAL STATISTICS UTILITY ONLY	2006	2007	2008
	1. Total Annual Production (gal.)			
	2. Total Sales of Water Revenue	\$	\$	\$
	3. Total "Other" Operating Revenues	\$	\$	\$
	4. Total Utility Revenue, All Sources	\$	\$	\$
STEP 6(c) PRODUCTION & REVENUE DETAIL <u>EVERYWHERE ONLY</u>	GAS / OIL			
	OPERATIONAL STATISTICS UTILITY ONLY	2006	2007	2008
	1. Total Annual Production / Output			
	2. Total Sales of Gas/Oil Revenue	\$	\$	\$
	3. Total "Other" Operating Revenues	\$	\$	\$
	4. Total Utility Revenue, All Sources	\$	\$	\$

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STEP 7 EXPENSES <u>EVERYWHERE ONLY</u>	IDENTIFY ALL EXPENSES UTILITY ONLY (where applicable)	2006	2007	2008
1.	Operating Expenses (Attach Schedule, Required)	\$	\$	\$
2.	Maintenance Expenses (Attach Schedule, Required)	\$	\$	\$
3.	Depreciation Expense	\$	\$	\$
4.	Depreciation Expense for Asset Retirement Costs	\$	\$	\$
5.	Amortization of CIAC	\$	\$	\$
6.	Amortization & Depletion of Utility Plant	\$	\$	\$
7.	Amortization of Utility Plant Acquisition Adjustment	\$	\$	\$
8.	Amortized Property Losses, Unrecov. Plant & Regul Study Costs	\$	\$	\$
9.	Amortization of Conversion Expenses	\$	\$	\$
10.	Amortization Expense Other	\$	\$	\$
11.	Regulatory Debits	\$	\$	\$
12.	Regulatory Credits	\$	\$	\$
13.	Interest Expense	\$	\$	\$
14.	Property Taxes	\$	\$	\$
15.	Taxes Other than Income (Attach detailed Schedule)	\$	\$	\$
16.	Income Taxes - Federal	\$	\$	\$
17.	Income Taxes - Other	\$	\$	\$
18.	Provision for Deferred Income Taxes	\$	\$	\$
19.	Provision for Deferred Income Taxes (Credit)	\$	\$	\$
20.	Investment Tax Credit Adjustment	\$	\$	\$
21.	Gains for Disposition of Utility Plant	\$	\$	\$
22.	Gains from Disposition of Allowances	\$	\$	\$
23.	Losses from Disposition of Allowances	\$	\$	\$
24.	Accretion Expense	\$	\$	\$
25.	Other (Describe)	\$	\$	\$
26.	Other (Describe)	\$	\$	\$
27.	TOTAL UTILITY EXPENSES	\$	\$	\$

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BREAKDOWN OF ALL ASSETS - NEW HAMPSHIRE

STEP 8(a) BREAKDOWN OF TANGIBLE ASSETS INCLUDE CIAC	NAME OF FACILITY	TOWN / LOCATION	MAP / LOT	YEAR BUILT	YEAR LAST REFURB.	RATED TOTAL CAPACITY	ORIGINAL COST	NET BOOK VALUE
	1.							
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
	8.							
	9.							
	10.							
	11.							
	12.							
	13.							
	14.							
	15.							
							8 (a) TOTAL:	

STEP 8(b) BREAKDOWN OF INTANGIBLE ASSETS & ALL OTHER ASSETS	CATEGORY	ORIGINAL COST	NET BOOK VALUE
	1. Intangible Assets		
	2. All Other Assets [any other tangible utility assets not reflected in 8(a)]		
	3. 8 (b) TOTAL:		

STEP 8(c)	TOTAL ALL ASSETS, 8(a) Total + 8(b) Total:		
	TOTAL ALL ASSETS should match the Original Cost and Net Book data in Step 5(a), Line 3 & 6. Provide an explanation of any discrepancies.		

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STEP 9 ATTACHMENT CHECKLIST	DOCUMENTATION ATTACHMENTS	
		ATTACHED (YES/NO)
1.	"Operating Expense" Detailed Summary (REQUIRED)	
2.	"Maintenance Expense" Detailed Summary (REQUIRED)	
3.	"Taxes Other Than Income Taxes" Detailed Summary (REQUIRED)	
4.	Federal Income Tax Return, with schedules	
5.	State Income Tax Return, with schedules	
6.	Balance Sheet	
7.	Income Statement	
8.	Other -	
9.	Other -	
10.	Other -	

STEP 10

CERTIFICATION: I hereby certify under penalties of perjury that the information provided on the accompanying pages, is correct, and accurate to the best of my belief and knowledge, and that I am authorized to submit this report on behalf of the utility property owner and/or operator named herein.

SIGNATURE (IN INK)

DATE

PRINT SIGNATORY NAME & TITLE

NH DRA MAIL PROPERTY APPRAISAL DIVISION TO: ATTN: UTILITY APPRAISAL PO BOX 487 CONCORD, NH 03302-0487

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
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INSTRUCTIONS**WHO SHOULD FILE:**

RSA 83-F:4 defines "Persons Liable" as follows: The tax imposed by this chapter shall be assessed upon each utility owning or possessing utility property. If an owner of utility property has filed an election pursuant to RSA 83-F:5, II, the tax imposed by this chapter shall be assessed upon each person with an ownership interest in utility property, in the proportion that such person's ownership interest bears to the entirety of the ownership in the property.

FILING DATE:

The completed form is DUE ON OR BEFORE May 1, 2009. *See note 1 below.

STEP 1:

Check the box that indicates the type of ownership.

NAMES: There are four fields associated with how the utility is identified/named.

Name of the Utility/Trade Name: is the common or legal trade name.

Name of Ownership: The name of the legal ownership of the utility, if different than name of the Utility or Trade Name.

Parent Company: In instances where the utility is a subset of a larger parent company that files consolidated tax returns that include the utility, provide the name of the parent company.

FEIN: Provide either the Federal Employer Identification Number (FEIN) or the Social Security Number that applies, but a valid identification number MUST be entered.

List the contact person, the phone number, the fax number and an e-mail address.

STEP 2:

If filing for pollution control exemption, submit the Department's Form PA-20E and a copy of the signed exemption letter from the New Hampshire Department of Environmental Services.

STEP 3:

Provide any information known to the taxpayer that was responsible for any significant changes in the utility's operations or performance in the prior year, OR any issues that are anticipated to impact the utility's operations or performance in the next one to five years. These issues may be specific to the entity, or associated with broad market-related factors. Examples might include extensive operational downtime due to unusual repair/maintenance issues, or an expiring contract/rate agreement.

STEP 4:

Provide the required information about any existing rate agreements.

STEP 5:

Provide the detailed information as requested.

5(a)1: Accounting Period: Indicate whether the information provided reflects accounting information ending on December 31, or March 31. If the data provided represents LESS than a 12-month history indicate on the form, and provide a written explanation.

NOTE: If utility is located exclusively in New Hampshire, complete **BOTH** "Everywhere" and "New Hampshire" fields, even though the information is identical.

5(a)2: Total Original Cost Everywhere: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) + Contributions in Aid of Construction (CIAC) prior to any depreciation and amortization, and excludes all non-utility assets. This field captures the tangible and intangible assets located "everywhere", implying assets located inside AND outside of New Hampshire.

5(a)3: Total Original Cost New Hampshire: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) + Contributions in Aid of Construction (CIAC) prior to any depreciation and amortization, and **EXCLUDES** all non-utility assets. This field captures the tangible and intangible assets located exclusively in New Hampshire. The information you provide in this field must match the information provided in Step 8, "Breakdown of Assets": Total Original Cost.

5(a)4: Total Non-Taxable Property Everywhere: represents items owned by the utility and not permanently attached to the building(s). Such items include: office furniture and equipment, transportation equipment, stores equipment, tools, shop and garage equipment, communication equipment (phones, etc.), miscellaneous equipment, etc. In addition, non-taxable property also includes the book cost of land, structures, equipment or other tangible and/or intangible property owned by the utility, but not utilized in the service of the utility.

5(a)5: Total Net Book Value Everywhere: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) + Contributions in Aid of Construction (CIAC) **LESS DEPRECIATION AND AMORTIZATION**, and **EXCLUDES** all non-utility assets. This field captures the tangible and intangible **DEPRECIATED** assets located "everywhere".

5(a)6: Total Net Book New Hampshire: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) + Contributions in Aid of Construction (CIAC) **LESS DEPRECIATION AND AMORTIZATION**, and **EXCLUDES** all non-utility assets. This field captures the tangible and intangible assets located exclusively in New Hampshire. The information you provide in this field must match the information provided in Step 8, "Breakdown of Assets": Total Net Book Value.

5(b)1: Total Utility Plant: represents the accounting basis for the Utility Plant + Construction Work in Progress (CWIP) prior to any depreciation and amortization, and **EXCLUDES** all non-utility assets. Importantly, CIAC is NOT included in this field. This field captures the tangible and intangible assets located "everywhere", implying assets located inside AND outside of New Hampshire.

5(b)2: Contributions in Aid of Construction (CIAC): represents property or assets that were given to the utility. Even though CIAC is not included in the "rate base" (where applicable) because the utility did not pay for it, CIAC contributes to earnings and has value.

5(b)3: Construction Work in Progress (CWIP): represents a temporary balance sheet account that tracks all costs associated with construction, fabrication, and capital equipment purchases. Costs remain in CWIP until the construction of the asset is completed, at which time the capitalization and depreciation process begins.

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INSTRUCTIONS (continued)

5(b)4: "Materials & Supplies": Materials & Supplies are separate from Utility Plant included on Page 2 (Step 5). Materials & Supplies can be a component of construction cost. However, if the amount is in inventory it has yet to be part of construction or maintenance, and is part of current assets.

5(b)5: Accumulated Depreciation Utility Plant: The "accumulated" depreciation represents the cumulative or total depreciation of the utility's assets up to the current tax year, and reflects the loss of value due to wear, tear, and usage.

5(b)6: Accumulated Depreciation: Contributions in Aid of Construction (CIAC): The accumulated **TOTAL** depreciation associated with the assets given to the utility, or CIAC, up to the current tax year.

5(b)7: "Fuel Stocks": Fuel Stocks represent the book cost of fuel on hand, not captured elsewhere.

STEP 6:

Three different options are provided, 6(a) Electric, 6(b) Water/Sewer, or 6(c) Gas/Oil, depending on the type of utility. Select the appropriate option, and provide the specific information requested, utility revenues only. All individual sources of utility revenue should equal the "Total Utility Revenue, all sources" total. Provide detailed attachments as required (refer to page 6).

STEP 7:

Identify each expense item, utility only, when applicable. It is imperative that expenses associated with a particular line item are NOT duplicated on another. Therefore, the summation of all the individual expenses should equal the "Total Utility Expenses" entry at the bottom. Provide detailed attachments as required (refer to page 6).

"Interest Expense" should include all interest associated with long-term debt, including funds provided by: institutional lenders, shareholders, related entities, bonds, and others.

"Income Taxes" include all income taxes paid for the period, as reported on Federal and State income tax returns. Do not provide imputed or estimated taxes, only those actually paid and attributable to the period associated with this return. You may attach additional schedules which explain your policy and calculations for allocated or imputed amounts, but DO NOT include them in these lines.

STEP 8:

8(a) Provide a detailed itemization of the tangible assets for each location (by municipality), including: name of entity, location, map/lot number, year structure was built (original year of construction), year last refurbished (most recent year of significant refurbishment), rated total ("theoretical") output capacity, original cost and net book value.

8(b) Enter the Original Cost and Net Book Value data pertaining to the categories listed for tangible and intangible assets not allocated by community in Step 8(a).

8(c) Enter the sum total of Original Cost and Net Book Value from steps 8(a) and 8(b).

IMPORTANTLY, the sum total of the Original Cost and Net Book Value detail identified in Step 8(c) must equal the "Total Original Cost

in New Hampshire" and "Total Net Book Value in New Hampshire" information in Step 5(a), Lines 3 and 6.

STEP 9:

Requested/required Documentation Attachments are necessary so that a reliable appraisal can be completed. Items, such as Property Taxes, imbedded in a general category may significantly impact appraisal results. Therefore, you must submit documentation with sufficient detail clarifying expenses for accounts such as: Operating Expenses, Maintenance Expenses, and Taxes Other Than Income Taxes.

Supporting documents must also provide adequate granularity so that we can ensure that expense accounts in Step 7 are not duplicated under multiple categories. Accounts, such as Miscellaneous, must include explanations or itemization with additional detail.

It is not necessary to submit all of the listed attachments, if they contain identical material. For example: if a tax return submitted contains a balance sheet pertaining solely to the Utility, then an additional balance sheet is not required for submission. However, if a tax return pertains to both Utility and Non-Utility income and expenses, then an Income Statement and Balance Sheet must be submitted with Utility only details.

STEP 10:

SIGNATURE AND TITLE: Authorized individual must sign in ink and date before mailing. Also, include the title of the person signing.

NOTE 1:

Pursuant to RSA 83-F:5,V(b), if an extension is required a request must be submitted in writing to the NHdra Property Appraisal Division. If the taxpayer is unable to file the form as required under RSA 83-F:5(a) or (b), penalties will be assessed under RSA 83-F:5,VII. "RSA 83-F:5,VII Any person who fails to file a completed form as required under paragraph V on or before May 1, or by the date granted by an extension, if applicable, shall pay a penalty of one percent of the property tax for which the person is liable. In no case, however, shall the penalty be less than \$250 or more than \$2,500. This penalty shall be treated as incident to the tax and shall be in addition to any other penalty applicable pursuant to paragraph VI."