

**UTILITY PROPERTY TAX INFORMATION UPDATE**

DUE ON OR BEFORE MAY 1, 2011

<b>STEP 1</b> OWNERSHIP AND CONTACT INFORMATION	NAME OF UTILITY (TRADE NAME)		IF AMENDED RETURN, CHECK HERE <input type="checkbox"/>	
	NAME OF OWNER (IF DIFFERENT THAN NAME OF UTILITY)		FEDERAL EMPLOYER IDENTIFICATION NUMBER	
	PARENT COMPANY (IF UTILITY DOES NOT FILE A FEDERAL TAX RETURN)		FEDERAL EMPLOYER IDENTIFICATION NUMBER	
	<b>POINT OF CONTACT: UTILITY OPERATIONS</b>			
	FIRST NAME		LAST NAME	PHONE NUMBER
	BILLING ADDRESS		EMAIL ADDRESS	
	CITY		STATE	ZIP
	<b>POINT OF CONTACT: TAX NOTICE &amp; BILLING</b>			
	FIRST NAME		LAST NAME	PHONE NUMBER
	BILLING ADDRESS		EMAIL ADDRESS	
CITY		STATE	ZIP	
<b>STEP 2</b> POLLUTION CONTROL EXEMPTION	<p>If you wish to claim air and/or water pollution control exemption(s) as described in RSA 72:12-A, submit Form PA-20E and include a copy of the exemption letter from New Hampshire Department of Environmental Services (DES). If you do not have Form PA-20E, you may visit our web site at <a href="http://www.nh.gov/revenue">www.nh.gov/revenue</a> or contact this office by calling the Property Appraisal Division at (603) 271-2687.</p> <p>Are you claiming a pollution control exemption for this year? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If forms have been previously submitted to DRA, indicate date of submission: <input style="width:100px;" type="text"/></p> <p>Total current or latest DES approved cost basis (Original Cost Basis X DES %): <input style="width:100px;" type="text"/></p> <p>Date of DES Approval: <input style="width:100px;" type="text"/></p> <p style="text-align:center;"><i>If yes to the above question, refer to the attached instructions for further guidance.</i></p>			
<b>STEP 3</b> ANTICIPATED CHANGES	<p>Describe events or circumstances (internal or external to your business and market-related) that have or are expected to impact your income, expenses or operations. Attach additional sheets if necessary.</p>			
<b>STEP 4</b> RATE AGREEMENTS & REGULATION	<p>Attach a <u>summary</u> of any existing rate agreement(s) with suppliers or wholesalers (Include: Name of Entity, Start Date, Termination Date, Annual Rate(s), Escalation Terms, and any other relevant information).</p> <p>Are any rates you charge customers regulated by any government agency? If yes, check all that are applicable:</p> <p><input type="checkbox"/> NHPUC <input type="checkbox"/> FERC <input type="checkbox"/> Other Describe "Other" <input style="width:100px;" type="text"/></p> <p>Is your Return on Equity (ROE) regulated by any government agency? If yes, check all that are applicable:</p> <p>ROE NHPUC <input type="checkbox"/> ROE FERC <input type="checkbox"/> ROE OTHER <input type="checkbox"/> Describe "Other" <input style="width:100px;" type="text"/></p> <p>Provide Allowable ROE % Rate (where applicable):</p> <p>Generation (PUC) <input style="width:50px;" type="text"/> Transmission (FERC) <input style="width:50px;" type="text"/> Distribution (PUC) <input style="width:50px;" type="text"/></p>			

**UTILITY PROPERTY TAX INFORMATION UPDATE**

<b>STEP 5(a)</b>  COMPANY ASSET INFORMATION  <u>EVERYWHERE AND NEW HAMPSHIRE</u>	1.	ACCOUNTING PERIOD ENDING (CHECK ONE):	DECEMBER 31, 2010 <input type="checkbox"/>	MARCH 31, 2011 <input type="checkbox"/>	
	2.	Total Original Cost Basis Everywhere. (Includes Building/Improvements, Land, CWIP, CIAC, Intangibles, and Capital Leases). Refer to Instructions.			
	3.	Total Original Cost Basis in New Hampshire. (Includes Building/Improvements, Land, CWIP, CIAC, Intangibles, and Capital Leases). Refer to Instructions.			
	4.	Total Non-Taxable (Personalty) Property Everywhere. (Personalty includes: Office Furniture, Transportation, Stores, Tools/Shop/Garage, Laboratory, Power Operated, or Communication. Do <u>NOT</u> include Pollution Control Exemption). Provide a detailed schedule.			
	5.	Total Net Book Value Everywhere. (Total Original Cost Basis above, minus accumulated depreciation and amortization).			
	6.	Total Net Book Value in New Hampshire. (Total Original Cost Basis above, minus accumulated depreciation and amortization).			

<b>STEP 5(b)</b>  COMPANY ASSET INFORMATION <u>EVERYWHERE</u>	<b>Operations/Asset Structure By Type and Percentage</b>		
	% Generation <input type="text"/>	% Transmission <input type="text"/>	% Distribution <input type="text"/>
The sum of all three fields must equal 100%.			

<b>STEP 5(c)</b>  COMPANY ASSET INFORMATION <u>EVERYWHERE</u>	<b>WATER/SEWER COMPANIES ONLY</b>				
		DESCRIPTION	BOOK VALUE	DESCRIPTION	BOOK VALUE
	1.	Utility Plant in Service		4.	Total Accumulated Deprec. & Amort. Utility Plant (All Sources)
	2.	Materials & Supplies		5.	Intangibles
	3.	Land			

<b>STEP 5(d)</b>  COMPANY ASSET INFORMATION <u>EVERYWHERE</u>	<b>ALL OTHER UTILITY TYPES</b>				
		DESCRIPTION	BOOK VALUE	DESCRIPTION	BOOK VALUE
	1.	Utility Plant in Service		5.	Total Accumulated Deprec. & Amort. Utility Plant (All Sources)
	2.	Contribution in Aid of Construction (CIAC)		6.	Total Accumulated Depreciation(CIAC Only)
	3.	Construction Work in Process (CWIP)		7.	Intangibles
4.	Materials & Supplies		8.	Land	

<b>STEP 5(e)</b>  COMPANY ASSET INFORMATION <u>EVERYWHERE</u>	<b>CAPITAL STRUCTURE BREAKDOWN</b>				
	1.	Long-term Debt			
	2.	Preferred Stock			
	3.	Common Equity			
	4.	Current Liabilities			
5.	Total Above:				

**UTILITY PROPERTY TAX INFORMATION UPDATE**

<b>STEP 6(a)</b>		<b>ELECTRIC (Generation/Transmission/Distribution)</b>				
		<b>OPERATIONAL STATISTICS UTILITY ONLY</b>		<b>2008</b>	<b>2009</b>	<b>2010</b>
PRODUCTION & REVENUE DETAIL <u>EVERYWHERE</u>	1.	Total Rated Capacity (Check One)	MW <input type="checkbox"/> KW <input type="checkbox"/>			
	2.	Total Actual Annual Output Produced (Check One)	MWH <input type="checkbox"/> KWH <input type="checkbox"/>			
	3.	Generation Revenue				
	4.	Capacity Payment Revenue				
	5.	Renewable Energy Credits (RECs)				
	6.	Other Utility Revenue (Describe)				
	7.	<b>Total Utility Revenue, All Sources</b>				
NON-TAXABLE CREDITS & BENEFITS <u>EVERYWHERE</u>	8.	Production Tax Credits (PTCs)				
	9.	Other Non-Taxable Credits/Offsets (Provide details)				
<b>STEP 6(b)</b>		<b>WATER/SEWER</b>				
		<b>OPERATIONAL STATISTICS UTILITY ONLY</b>		<b>2008</b>	<b>2009</b>	<b>2010</b>
PRODUCTION & REVENUE DETAIL <u>EVERYWHERE</u>	1.	Total Rated Capacity (Check One)	Gal. <input type="checkbox"/> CCF <input type="checkbox"/>			
	2.	Total Actual Annual Production (Check One)	Gal. <input type="checkbox"/> CCF <input type="checkbox"/>			
	3.	Total Sales of Water Revenue				
	4.	Total "Other" Operating Revenues				
	5.	<b>Total Utility Revenue, All Sources</b>				
NON-TAXABLE CREDITS & BENEFITS <u>EVERYWHERE</u>	6.	Other Non-Taxable Credits/Offsets (Provide details)				
<b>STEP 6(c)</b>		<b>GAS/OIL</b>				
		<b>OPERATIONAL STATISTICS UTILITY ONLY</b>		<b>2008</b>	<b>2009</b>	<b>2010</b>
PRODUCTION & REVENUE DETAIL <u>EVERYWHERE ONLY</u>	1.	Total Rated Capacity	Units: <input type="text"/>			
	2.	Total Actual Annual Production / Output	Units: <input type="text"/>			
	3.	Total Sales of Gas/Oil Revenue				
	4.	Total "Other" Operating Revenues				
	5.	<b>Total Utility Revenue, All Sources</b>				
NON-TAXABLE CREDITS & BENEFITS <u>EVERYWHERE</u>	6.	Other Non-Taxable Credits/Offsets (Provide details)				

## UTILITY PROPERTY TAX INFORMATION UPDATE

STEP 7		EXPENSES	2008	2009	2010
EXPENSES, LOSSES, & GAINS	1.	Maintenance Expenses <b>(Attach Schedule, Required)</b>			
	2.	Operating Expenses <b>(Attach Schedule, Required)</b>			
	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, Unrecoverable Plant & Regulatory Study Costs			
	9.	Amortization of Conversion Expenses			
	10.	Amortization Expense Other <b>(Describe)</b>			
	11.	Regulatory Debits			
	12.	Interest Expense			
	13.	Property Taxes <b>(Do NOT include in any other line item)</b>			
	14.	Taxes Other than Income Taxes <b>(Attach Schedule, Required)</b>			
	15.	Income Taxes - Federal <b>(Do NOT include in Line 16)</b>			
	16.	Provision for Deferred Income Taxes			
	17.	Income Taxes - Other			
	18.	Investment Tax Credit Adjustment			
	19.	Accretion Expense			
	20.	Other Non-Operating Expenses <b>(Attach Schedule, Required)</b>			
	21.	Other Non-Operating Expenses <b>(Attach Schedule, Required)</b>			
	22.	<b>Subtotal Expenses</b> (Lines 1 through 21):			
<b>LOSSES</b>					
23.	Losses from Disposition of Utility Plant				
24.	Losses from Disposition of Allowances				
25.	<b>Subtotal Losses</b> (Line 23 plus Line 24):				
26.	<b>Total Expenses &amp; Losses</b> (Line 22 plus Line 25):				
<b>GAINS</b>					
27.	Gains for Disposition of Utility Plant				
28.	Gains from Disposition of Allowances				
29.	Regulatory Credits				
30.	Provision for Deferred Income Taxes (Credit)				
31.	<b>Subtotal Gains</b> (Lines 27 through 30):				
32.	<b>Total Expenses, Losses &amp; Gains</b> (Line 26 minus Line 31):				
<b>Do NOT "double-count" expenses. No expense should be included in more than one category.</b>					

**UTILITY PROPERTY TAX INFORMATION UPDATE**

<b>STEP 8(a)</b>	<b>BREAKDOWN OF ALL ASSETS - NEW HAMPSHIRE</b>								
BREAKDOWN OF ASSETS INCLUDES CIAC & CWIP	NAME OF FACILITY	CITY/TOWN	MAP & LOT	YEAR BUILT	YEAR LAST REFURB.	TOTAL RATED CAPACITY KW <input type="checkbox"/> MW <input type="checkbox"/>	ORIGINAL COST	NET BOOK VALUE	
	1.								
	2.								
	3.								
	4.								
	5.								
	6.								
	7.								
	8.								
	9.								
	10.								
	11.								
	12.								
	13.								
	14.								
	15.								
	16.	<b>8(a) TOTAL :</b>							

  

<b>STEP 8(b)</b>	CATEGORY	ORIGINAL COST	NET BOOK VALUE
BREAKDOWN OF ASSETS INCLUDES CIAC & CWIP	1. Intangible Assets		
	2. All Other Assets (any other tangible utility assets not reflected in 8(a))		
	3. <b>8(b) TOTAL :</b>		

  

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

**UTILITY PROPERTY TAX INFORMATION UPDATE**

**STEP 9**

OPERATING LEASE  
DETAILS  
NEW HAMPSHIRE

**OPERATING LEASE - (ONE LEASE PER PAGE, ATTACH ADDITIONAL PAGES AS REQUIRED)**

**POINT OF CONTACT (LESSOR)**

COMPANY NAME

FIRST NAME

LAST NAME

PHONE NUMBER

ADDRESS

CITY

STATE

ZIP

**PROPERTY COST DETAIL**

PROPERTY DESCRIPTION/LOCATION	BLDGS & LAND <sup>1</sup>	ORIGINAL COST BASIS	ACCUMULATED DEPRECIATION	USEFUL LIFE YEARS	% SALVAGE VALUE
	BLDGS				
	LAND				

If separate Bldgs & Land Cost Data is not available, provide allocated value between Bldgs & Land.

**CURRENT/PROJECTED ANNUAL LEASE PAYMENTS**

LEASE TERM		START DATE	END DATE
YEAR	ANNUAL LEASE PAYMENT	YEAR	ANNUAL LEASE PAYMENT
2010		2021	
2011		2022	
2012		2023	
2013		2024	
2014		2025	
2015		2026	
2016		2027	
2017		2028	
2018		2029	
2019		2030	
2020		2031	

REMARKS/EXPLANATIONS:

If mailed separately, send to: NHDRA, PROPERTY APPRAISAL DIVISION, ATTN. UTILITY APPRAISAL, PO BOX 487, CONCORD, NH, 03302. Include the Lessee's business name (Utility) in the remarks section.

**UTILITY PROPERTY TAX INFORMATION UPDATE**

**STEP 9**

OPERATING LEASE  
DETAILS  
NEW HAMPSHIRE

**OPERATING LEASE - (ONE LEASE PER PAGE, ATTACH ADDITIONAL PAGES AS REQUIRED)**

**POINT OF CONTACT (LESSOR)**

COMPANY NAME

FIRST NAME

LAST NAME

PHONE NUMBER

ADDRESS

CITY

STATE

ZIP

**PROPERTY COST DETAIL**

PROPERTY DESCRIPTION/LOCATION	BLDGS & LAND <sup>1</sup>	ORIGINAL COST BASIS	ACCUMULATED DEPRECIATION	USEFUL LIFE YEARS	% SALVAGE VALUE
	BLDGS				
	LAND				

If separate Bldgs & Land Cost Data is not available, provide allocated value between Bldgs & Land.

**CURRENT/PROJECTED ANNUAL LEASE PAYMENTS**

LEASE TERM		START DATE	END DATE
YEAR	ANNUAL LEASE PAYMENT	YEAR	ANNUAL LEASE PAYMENT
2010		2021	
2011		2022	
2012		2023	
2013		2024	
2014		2025	
2015		2026	
2016		2027	
2017		2028	
2018		2029	
2019		2030	
2020		2031	

REMARKS/EXPLANATIONS:

If mailed separately, send to: NHDRA, PROPERTY APPRAISAL DIVISION, ATTN. UTILITY APPRAISAL, PO BOX 487, CONCORD, NH, 03302. Include the Lessee's business name (Utility) in the remarks section.

**UTILITY PROPERTY TAX INFORMATION UPDATE**

<b>STEP 10</b>		<b>FORM PA-20 CHECKLIST &amp; DOCUMENT ATTACHMENTS</b>		
<p>FORM PA-20 COMPLETION &amp; ATTACHMENT CHECKLIST</p>		<b>REQUIRED</b>	COMPLETED AND/OR ATTACHED YES, NO, or N/A	
		1.	FEIN and Contact Information: Page 1, Step 1	
		2.	Pollution Control Exemption Information (If Applicable): Page 1, Step 2	
		3.	Rate Agreement and Regulatory Information (If Applicable): Page 1, Step 4	
		4.	Operation and Asset Structure by Type & Percentage: Page 2, Step 5B	
		5.	Total Rated Generation/Production Capacity & Total Actual Output, <b>3-Year History:</b> Page 3, Step 6	
		6.	Maintenance Expense Detailed Summary: <b>3-Year History,</b> Page 4, Step 7A	
		7.	Operating Expense Detailed Summary: <b>3-Year History,</b> Page 4, Step 7A	
		8.	Taxes Other Than Income Taxes Detailed Summary: <b>3-Year History:</b> Page 4, Step 7A	
		9.	Applicable Operating Leases & Associated Property Taxes, with schedules: Page 5, Step 7B	
		10.	Balance Sheet	
		11.	Income Statement	
		12.	FERC or PUC Annual Report (If Applicable)	
		13.	Other -	
		14.	Federal Income Tax Return, with schedules	
		15.	State Income Tax Return, with schedules	
		<p><b>Explanation for missing documents:</b></p>		
<p><b>STEP 11</b> AUTHORIZED SIGNATURE</p>		<p>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.</p>		
		SIGNATURE (IN INK)	DATE	
		PRINT SIGNATORY NAME & TITLE		



NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**UTILITY PROPERTY TAX INFORMATION UPDATE**  
**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. RSA 83-F:5,V(a).

**EXTENSION & LATE FILING PENALTY:**

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."

**WHERE TO FILE:**

NHDRA  
 PROPERTY APPRAISAL DIVISION  
 ATTN: UTILITY APPRAISAL  
 PO BOX 487  
 CONCORD, NH 03302-0487

**STEP 1: OWNERSHIP & CONTACT INFORMATION**

NAME OF UTILITY (TRADE NAME): is the common or legal trade name.

NAME OF OWNER: 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. A valid identification number must be entered when applicable.

POINT OF CONTACT: UTILITY OPERATIONS - Fill in the blocks with information pertaining to the contact person associated with utility property operations.

POINT OF CONTACT: TAX NOTICE & BILLING - Fill in the blocks with information pertaining to the contact person associated with accounting & valuation issues, if different from above.

**STEP 2: POLLUTION CONTROL EXEMPTION**

Capital changes to pollution control equipment must be reported properly. Equipment being removed from service must be identified, and appropriate accounting data provided. Capital equipment replacement must be explained, and appropriate accounting data provided. Additional equipment added, not covered under a previously approved exemption is not eligible for exemption without submission of timely filed Form PA-20E and a copy of the exemption letter from New Hampshire Department of Environmental Services (DES). All applicable fields must be completed.

**STEP 3: ANTICIPATED CHANGES**

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: RATE AGREEMENTS & REGULATION**

Attach a detailed summary of contracts associated with any existing rate agreement(s) with suppliers or wholesalers, whether you are the buyer or seller, 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 a contract, please describe the status of these discussions.

If you are "Regulated" in any manner, answer the applicable questions by placing an 'X' in the appropriate box. For any regulating agency other than those listed, place an 'X' in the "Other" box and provide the agency name. Regulated entities must identify the allowed % Return on Equity (ROE) for the following operational categories: Generation, Transmission, or Distribution, where applicable.

**STEP 5: COMPANY ASSET INFORMATION**

"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 BASIS EVERYWHERE: represents the accounting basis for all utility assets including: Building/Improvements, Land, CWIP, CIAC, Intangibles, and Capital Leases, 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 BASIS NEW HAMPSHIRE: represents the accounting basis for all utility assets including: Building/Improvements, Land, CWIP, CIAC, Intangibles, and Capital Leases, 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(c) "Breakdown of Assets", Total All Assets: Original Cost.

5(a)4: TOTAL NON-TAXABLE PROPERTY EVERYWHERE: Such personal property 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 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. Do NOT include any Pollution Control Exemption here. Pollution Control Exemption is not classified as Non-Taxable and is reported in Step 2.

5(a)5: TOTAL NET BOOK VALUE EVERYWHERE: represents "Total Original Cost Basis Everywhere" MINUS Depreciation and Amortization, and excludes all non-utility assets. This field captures the tangible and intangible assets located "everywhere" after applying depreciation and amortization.

5(a)6: TOTAL NET BOOK NEW HAMPSHIRE: represents "Total Original Cost Basis New Hampshire" MINUS Depreciation and Amortization associated with New Hampshire based assets, 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(c) "Breakdown of Assets", Total All Assets: Net Book Value.

5(b): OPERATIONS/ASSET STRUCTURE BY TYPE AND PERCENTAGE: Identify the percentages of the various asset types for your utility. For example, if half of your assets are generation related and half transmission, enter 50.0% in the appropriate blocks.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
UTILITY PROPERTY TAX INFORMATION UPDATE  
**INSTRUCTIONS**

5(b): OPERATIONS/ASSET STRUCTURE BY TYPE AND PERCENTAGE: (cont'd)

If your assets fit only one category, place 100% in the appropriate block. The total of all three categories must equal 100%

**STEP 5(c): WATER/SEWER COMPANIES ONLY**

5(c)1: Utility Plant in Service: Utility Plant in Service represents the accounting basis for the Utility Plant prior to any depreciation and amortization, and excludes all non-utility assets. CWIP and CIAC are included. This field captures the tangible and intangible assets located "everywhere", implying assets located inside and outside of New Hampshire.

5(c)2: Materials & Supplies: Materials & Supplies are separate from Utility Plant included in 5(c)1. Materials & Supplies can be a component of construction and maintenance costs. However, if the amount is in inventory it has yet to be part of construction or maintenance, and is part of current assets.

5(c)3: Land: Land represents a balance sheet account that tracks all costs associated with Land, either owned or accounted for as a Capital Lease. Do NOT include Operating Lease data.

5(c)4: Total Accumulated Depreciation & Amortization Utility Plant (All Sources): The category represents the cumulative or total depreciation and amortization of all of the utility's assets (tangible or intangible, owned or capital leased) up to the current tax year.

5(c)5: Intangibles: Intangibles are capitalized assets that retain value and can not be physically "touched". These assets include such items as trade secrets, copyrights, franchise agreements, patents, trademarks, and goodwill.

**STEP 5(d): ALL OTHER UTILITY TYPES**

5(d)1: Utility Plant in Service: Utility Plant in Service represents the accounting basis for the Utility Plant prior to any depreciation and amortization, and excludes all non-utility assets. Do NOT include CWIP or CIAC, they will be identified in Step 5(d)2 & 5(d)3. This field captures the tangible and intangible assets located "everywhere", implying assets located inside and outside of New Hampshire.

5(d)2: Contributions in Aid of Construction (CIAC): 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(d)3: Construction Work in Progress (CWIP): 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.

5(d)4: Materials & Supplies: Materials & Supplies are separate from Utility Plant included in 5(d)1. Materials & Supplies can be a component of construction and maintenance costs. However, if the amount is in inventory it has yet to be part of construction or maintenance, and is part of current assets.

5(d)5: Total Accumulated Depreciation & Amortization Utility Plant (All Sources): The category represents the cumulative or total depreciation and amortization of all of the utility's assets (tangible or intangible, owned or capital leased) up to the current tax year.

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

5(d)7: Intangibles: Intangibles are capitalized assets that retain value and can not be physically "touched". These assets include such

items as trade secrets, copyrights, franchise agreements, patents, trademarks, and goodwill.

5(d)8: Land: Land represents a balance sheet account that tracks all costs associated with Land, either owned or accounted for as a Capital Lease. Do NOT include Operating Lease data.

**STEP 5(e): CAPITAL STRUCTURE BREAKDOWN**

5(E)1: Long-term Debt: Enter the accounting balance sheet data, per books, associated with all long-term debt, to include mortgages, notes, and bonds payable in 1 year or more, and other long-term liabilities.

5(E)2: Preferred Stock: Enter the accounting balance sheet data, per books, associated with Preferred Stock, if a Corporation.

5(E)3: Common Equity: Enter the accounting balance sheet data, per books, associated with: Common Stock if a 'C' Corporation; Capital Stock if an 'S' Corporation; or Partner's Capital Accounts if a Partnership.

5(E)4: Current Liabilities: Enter the accounting balance sheet data, per books, associated with all current liabilities, to include mortgages, notes, and bonds payable in less than 1 year, and other current liabilities.

5(E)5: Total Capital: Total Capital in this section only represents the sum of 5(e)1 thru 5(e)4.

**STEP 6: PRODUCTION & REVENUE DETAIL**

Three different sections are provided: 6(a) Electric, 6(b) Water/Sewer, and 6(c) Gas/Oil, depending on the type of utility. Select the appropriate section, and enter the specific information requested.

If applicable to your utility function, identify the Rated Capacity and Annual Output/Production in terms of the indicated units. If units are different from those listed, attach an explanation.

Provide all of the information requested. If not applicable, indicate as such. Note the separate section identified as "Nontaxable Credits and Benefits". Enter all tax credits, offsets, and other benefits that the utility receives from any sources that are not subject to federal income taxes.

**STEP 7: EXPENSES, LOSSES, & GAINS**

This step is broken down into three sections: Expenses, Losses, and Gains. Enter data for each expense item, utility only, when applicable. It is imperative that expenses associated with a particular line item are not duplicated on any other lines. Therefore, the summation of all the individual expenses should equal the "Total Utility Expenses" entry at the bottom. Provide detailed attachments as required under various headings (refer to page 7 for a detailed list).

All entries should be made as positive numbers for each section, unless an account has a peculiar negative offset. For example: for Line 13 a property tax expense of \$1,000 would be listed as \$1,000 not negative \$1,000. If that same expense had a \$1,200 abatement resulting in a gain to the utility of \$200 concerning "Property Taxes", then you would enter a negative \$200, since there is a benefit to the expense category. Attach a note explaining negative entries.

However, do not apply the same process to the section for Gains. Each account under the section for "Gains" has an opposing account for annotation of Losses in either the "Expense" or "Losses" section. Do NOT make negative entries in the "Gains" section. Find the opposing category in "Expenses" or "Losses" and make a positive addition to that category. For example: A regulatory expense of \$1,000 would not be entered in "Gains" as a negative \$1,000 "Regulatory Credit". It would be entered under the Expense category: "Regulatory Debit" for a positive \$1,000.

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**INSTRUCTIONS**

"Interest Expense" (Line 12) should include all interest associated with long-term debt, including funds provided by institutional lenders, shareholders, related entities, bonds, and others. "Income Taxes" (Lines 15 & 17) 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: BREAKDOWN OF ASSETS**

8(a) Provide a detailed itemization of assets for each location (by municipality, New Hampshire only), including: "Name of Facility", "City/Town", "Map & Lot Number", "Year Built" – the year the structure was built (original year of construction), "Year Last Refurb" – most recent year of significant refurbishment, "Rated Total Capacity" – (theoretical output capacity, place X in box for appropriate units), "Original Cost" (represents the accounting basis, refer to Instructions for 5(a)3), and "Net Book Value" (represents the accounting basis minus depreciation and amortization, refer to Instructions for 5(a)6).

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: OPERATING LEASE DETAIL**

Importantly, the Operating Lease detail DRA is requesting only pertains to taxable "Utility Property"; i.e., utility-related land and buildings/improvements.

Fill out one sheet for each leased property that has not been capitalized. Capitalized Leases should already be included within the reported accounting data. If Capitalized Leases are NOT included in the previous pages, you must follow standard accounting practices and record the capitalized leased property in the appropriate expense and cost data sections.

**POINT OF CONTACT (LESSOR):** Enter the appropriate information for each category. The data should pertain to the property owner or business/individual you are leasing the property from.

**PROPERTY COST DETAIL:** "Property Description/Location" Enter the address where the property is located, and any trade/common names that are associated with the property (i.e. ABC Mill Building). Enter the "Original Cost Basis" (Buildings and Land listed separately), "Accumulated Depreciation", "Useful Life", and "% Salvage Value". If separate building and land detail is not available, provide an allocated value for each component.

If no data is available for the section "Property Cost Detail" forward a copy of this page to the Lessor for completion, with instructions to return the completed form to this office (DRA). Also, forward a copy to DRA with the appropriate contact information and a brief explanation in the remarks section.

**CURRENT/PROJECTED ANNUAL LEASE PAYMENTS:** Identify the Lease "Start Date" and "End Date". Enter the annual lease payments relative to contractual obligations. Briefly explain in the remarks section if these are fixed contractual amounts or indexed to economic factors, such as the Consumer Price Index.

**STEP 10: CHECKLIST & DOCUMENT ATTACHMENTS**

Required document attachments are necessary to conduct a reliable appraisal. A common error in reporting expenses is the inclusion of an expense item in more than one category. For example: Property

Taxes imbedded in Operating Expenses. Errors such as this 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 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 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 11: AUTHORIZED SIGNATURE: CERTIFICATION**

**SIGNATURE AND TITLE:** An authorized individual must sign this completed form in ink. Digital Signatures with electronic submissions do not meet filing requirements. Also, indicate the date signed and the title of the person signing. If you are not an authorized employee of the company, you must also submit a properly completed and signed Power of Attorney, indicating your authority to sign this document. An acceptable Power of Attorney (Form DP-2848) is available at the following internet location:

[http://www.nh.gov/revenue/forms/By\\_Number/by\\_number.htm](http://www.nh.gov/revenue/forms/By_Number/by_number.htm)