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# NORTH CAROLINA UTILITIES COMMISSION

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## Regulatory Fee Reporting with the Fillable PDF Regulatory Fee form

User Guide

As of July 2023

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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 1981. 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, 2023 – The 1<sup>ST</sup> Quarter – the report is due November 15, 2023**
- b) **Oct 1 – Dec 31, 2023 – The 2<sup>nd</sup> Quarter – the report is due February 15, 2024**
- c) **Jan 1 – March 31, 2024 – The 3<sup>rd</sup> Quarter – the report is due May 15, 2024**
- d) **April 1 – June 30, 2024 – The 4<sup>th</sup> Quarter – the report is due Aug 15, 2024**

The four quarters above represent the State Fiscal Year 2023-2024. 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  $\$25/.001475 = \$16,949$ ), 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 34.

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 .0014 for the State Fiscal Year 2023-2024.
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 \$16,949 (\$25 divided by .001475). For 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 2016 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.net/NCUC/page/NCIDLogin/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 2023-2024 with its Instruction Guide.

All this information you have in this guide.

## Using the Fillable PDF Regulatory Fee Report Form

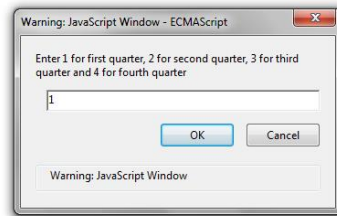
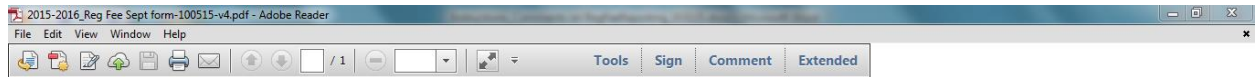
This form is a fillable PDF Regulatory Fee Report form.

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, 2023
- The Second Quarter is October 1 – December 31, 2023
- The Third Quarter is January 1 – March 31, 2024
- The Fourth Quarter is April 1 – June 30, 2024

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.**

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.**

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 2017-2018. 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		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	Adding Additional Amt Due on Account	Minusing any Credit on Account	\$ 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.

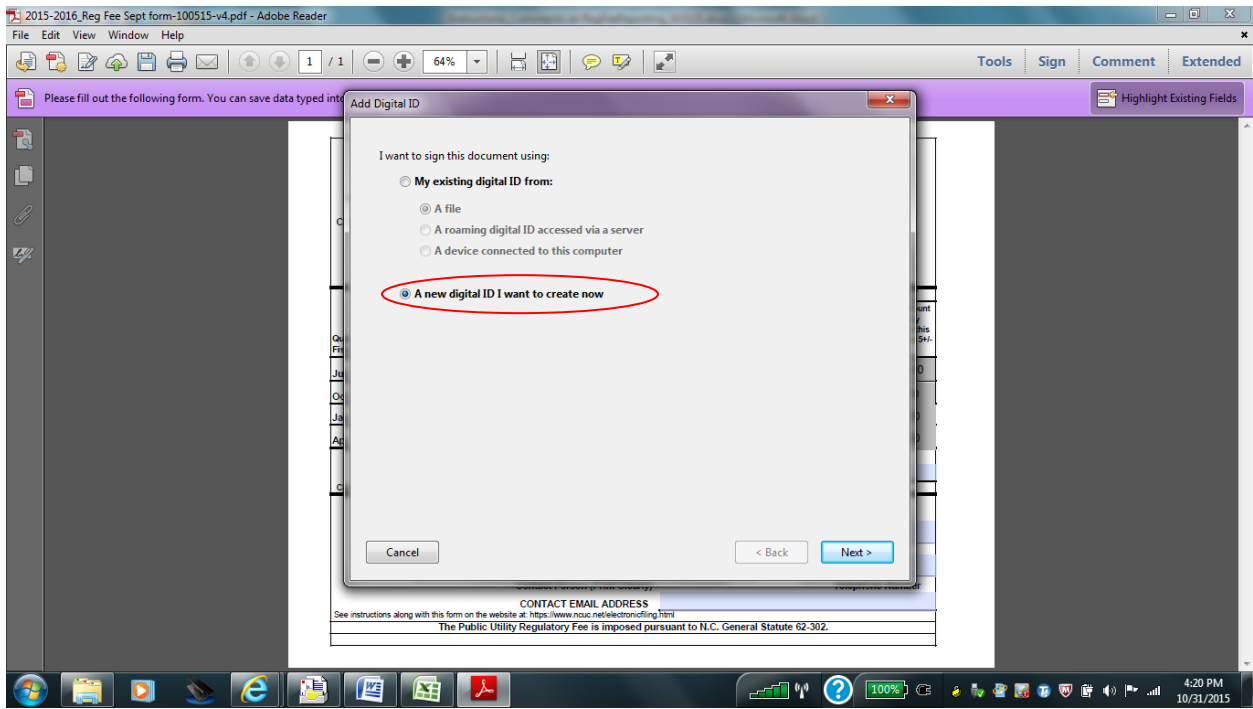
Authorized Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Contact Person (Print Clearly): \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 CONTACT EMAIL ADDRESS: \_\_\_\_\_

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.



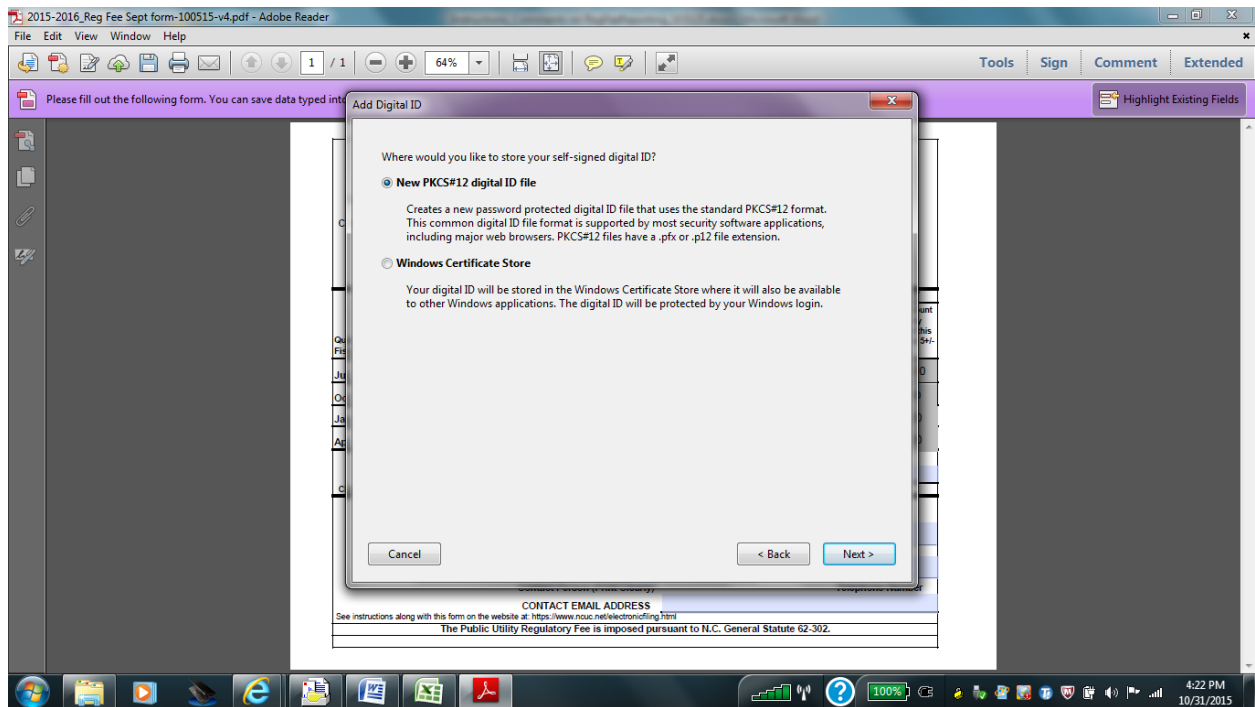
At this point, you will certify the accuracy of the information provided by clicking on the RED Flag to electronically sign this form on the previous page

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



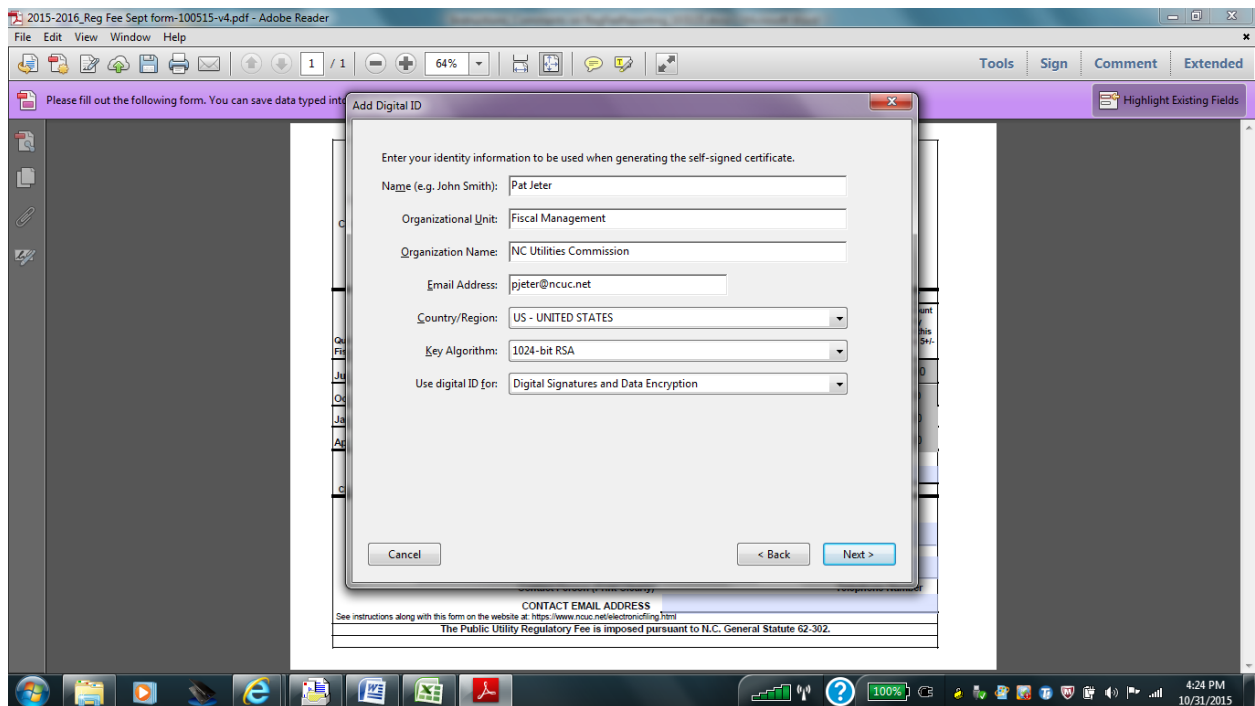
Unless you have a signature you want to use, click the button next to the item labeled – “A new digital ID I want to create now” and click the “Next” button at the bottom of the page.

You will then see the screen on the next page:

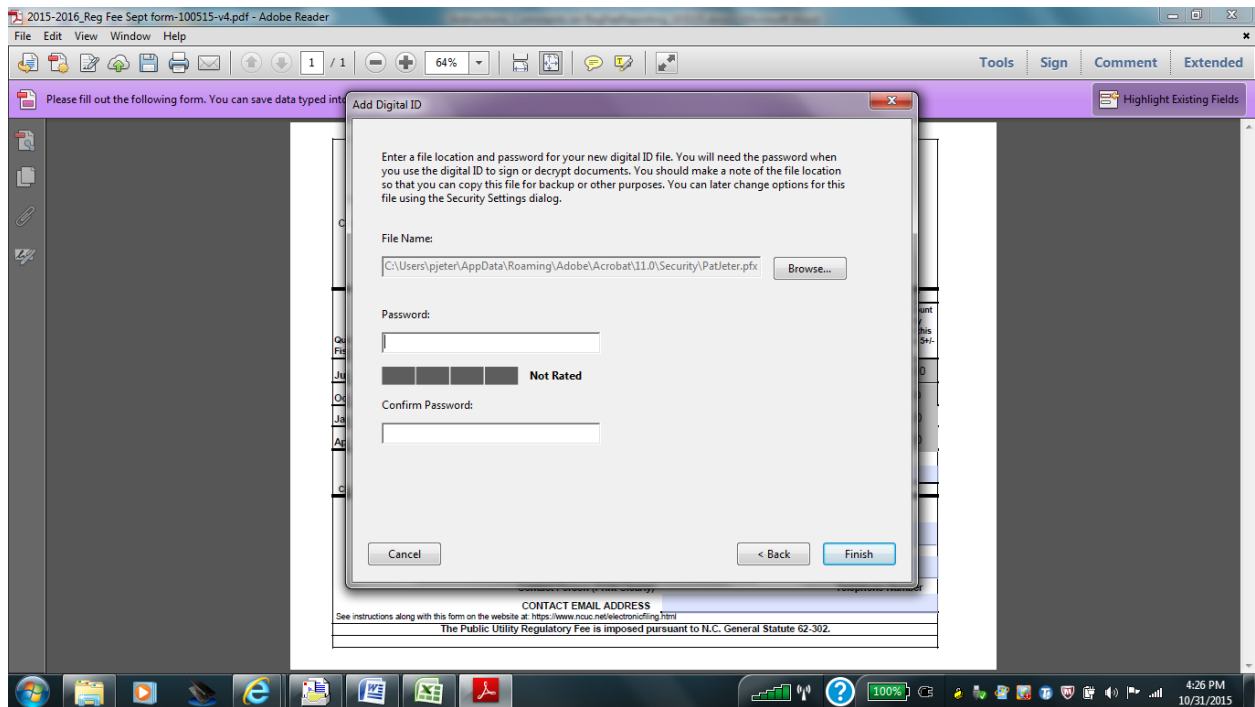


Stay with the default selection of the first button and click Next to move to the next screen.

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:

Sign Document

Sign As: Pat Jeter (Pat Jeter) 2020.10.31

Password:

Certificate Issuer: Pat Jeter Info...

Appearance: Standard Text

Pat Jeter

Digitally signed by Pat Jeter  
DN: cn=Pat Jeter, o=NC  
Utilities Commission,  
ou=Fiscal Management,  
email=pjeter@ncuc.net, c=US  
Date: 2015.10.31 16:28:34  
-04'00'

Click Review to see if document content  
may affect signing Review...

Sign Cancel

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.net/regfee/regfee.html>

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 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 2016	\$ 10,000.00	\$ 1,000.00	\$ 9,000.00	0.00140	\$ 25.00	\$ 0.00	\$ 25.00
Oct - Dec 2016			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00
Jan - Mar 2017			\$ 0.00	0.00140	\$ 0.00	\$ 0.00	\$ 0.00
Apr - Jun 2017			\$ 0.00	0.00140	\$ 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 Transportation Company, ou=Fiscal Management,  
 email=jeter@ncuc.net, c=US  
 Date: 2016.08.16.16:28:50-0400  
 Authorized Signature and Title

Regina Williams  
 Contact Person (Print Clearly)  
 CONTACT EMAIL ADDRESS: rwilliams@ncuc.net

08/16/16  
 Date  
 919-733-5265  
 Telephone Number

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.

**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 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

Authorized Signature and Title 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 .0014.

This means when this company pays their first quarterly payment of at least \$25 their \$25 equates to \$17,857 in Net Jurisdictional Revenue (\$25 divided by .0014).

	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 \$699.01 (\$19,900.01 - \$19,231.00). Thus the company must pay additional fees on the dollars beyond the base amount.

$$\$699.01 \times .0013 = \$0.87$$

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.



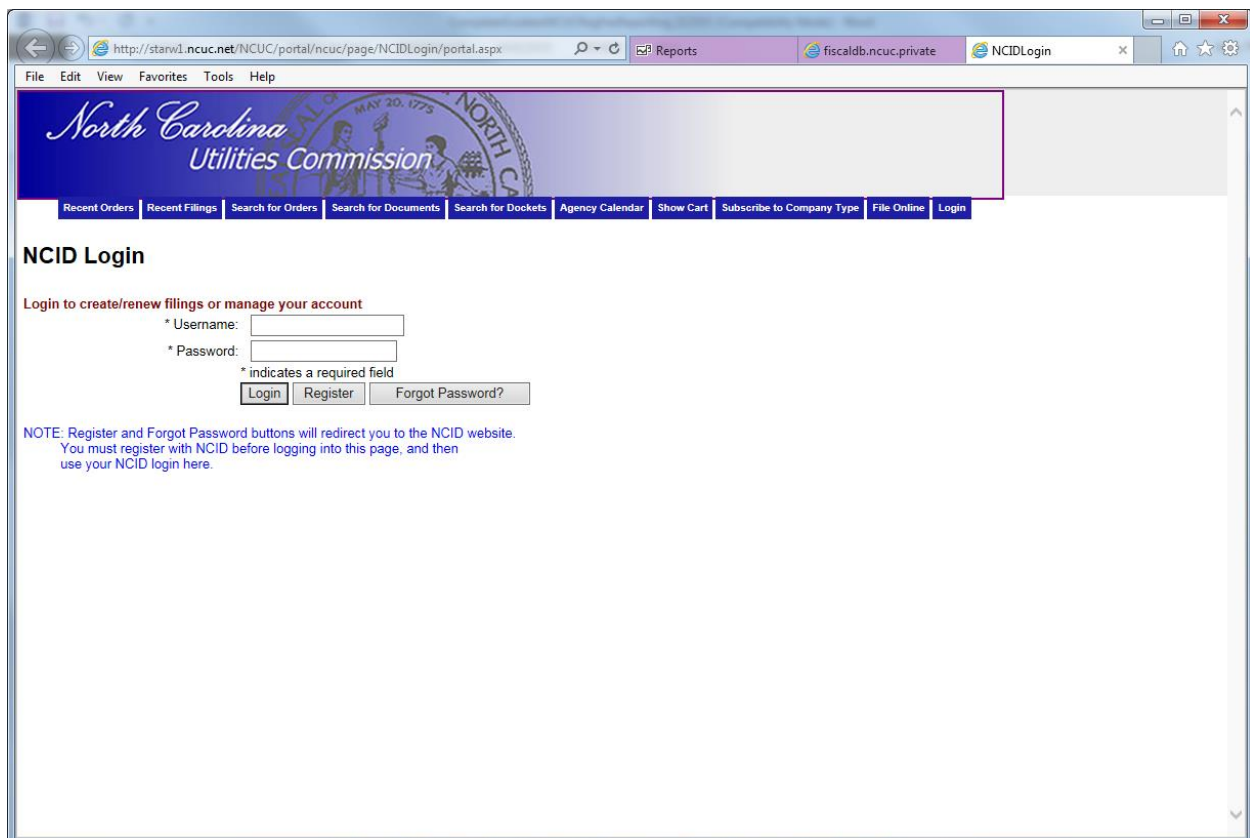
## New Public Access to Previously Filed Reports and Their Invoices

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.

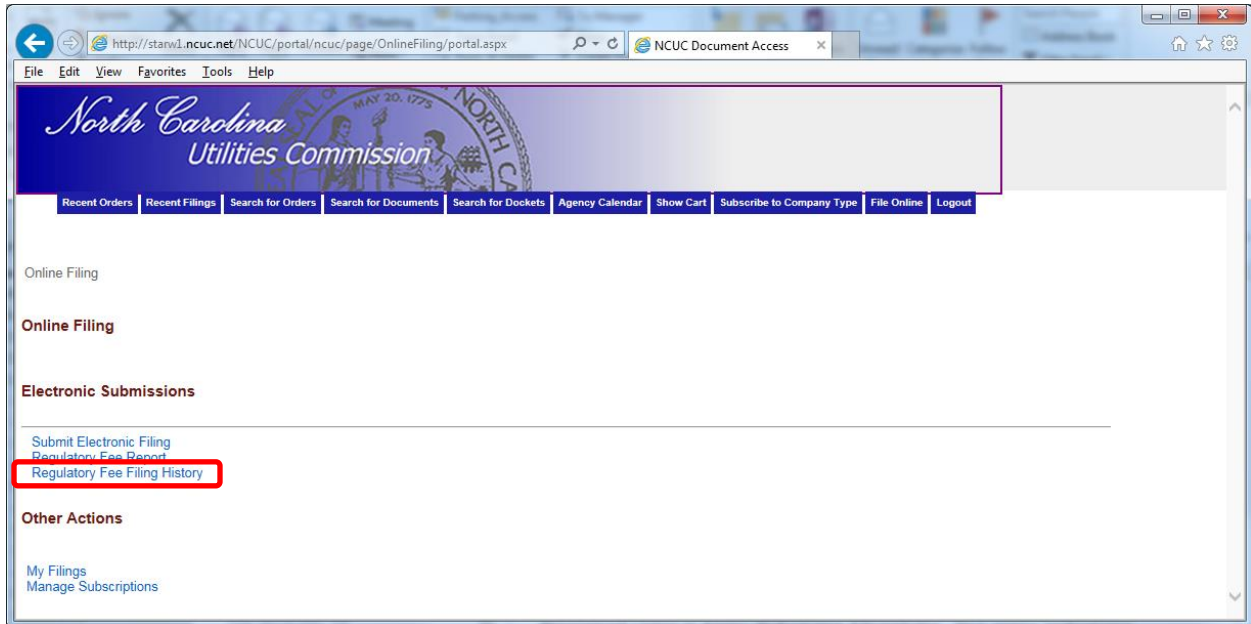
To get to this functionality, you log in at the same location you log in to file regulatory fee report as seen below at

<http://starw1.ncuc.net/NCUC/page/NCIDLogin/portal.aspx>

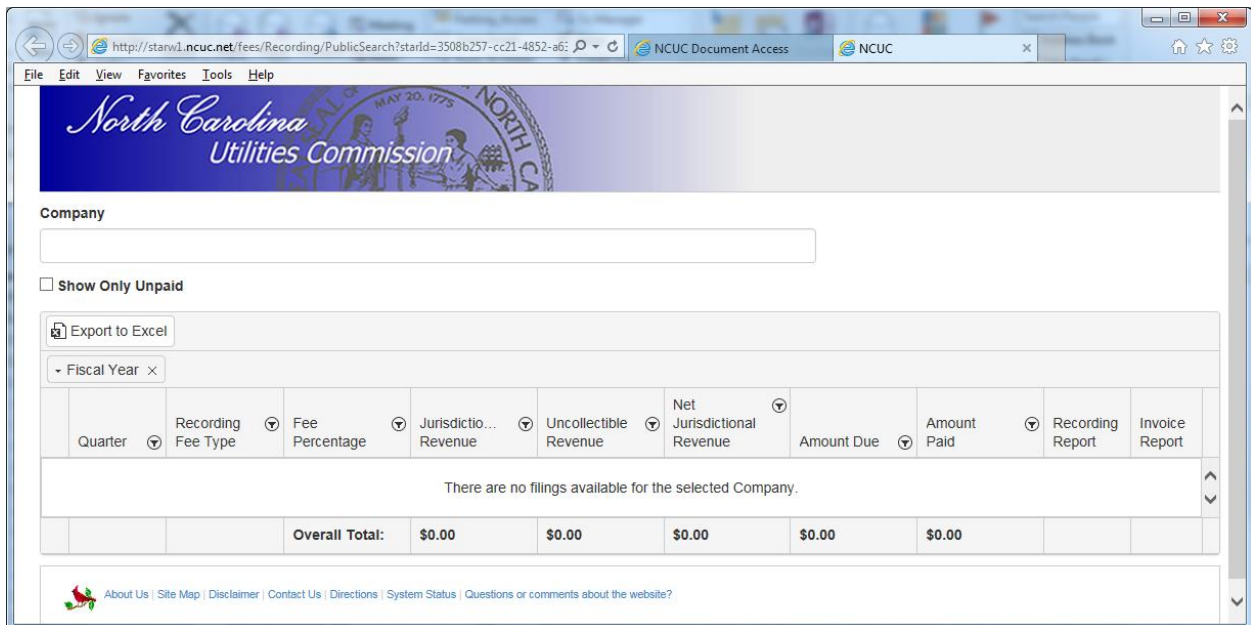


The screenshot shows a web browser window displaying the NCID Login page for the North Carolina Utilities Commission. The browser's address bar shows the URL <http://starw1.ncuc.net/NCUC/portal/ncuc/page/NCIDLogin/portal.aspx>. The page features the North Carolina Utilities Commission logo at the top, which includes the text "North Carolina Utilities Commission" and "MAY 20, 1775 NORTH CAROLINA". Below the logo is a navigation menu with the following items: 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 contains the following text: "Login to create/renew filings or manage your account". Below this text are two input fields: "\* Username:" and "\* Password:". 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 note at the bottom of the page 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:

The screenshot shows a web browser window with the URL <http://starw1.ncuc.net/fees/Recording/PublicSearch?starId=3508b257-cc21-4852-a6>. The page title is "Company" and the search results show "SC-1640 - BLACK, JUDITH M.". There is a checkbox for "Show Only Unpaid" and an "Export to Excel" button. A "Fiscal Year" dropdown menu is set to "2016". The table below shows the following data:

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 %	\$2.50	\$0.00	\$2.50	\$25.00	\$25.00		
Total:			\$2.50	\$0.00	\$2.50	\$25.00	\$25.00		
Fiscal Year: 2015									
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).

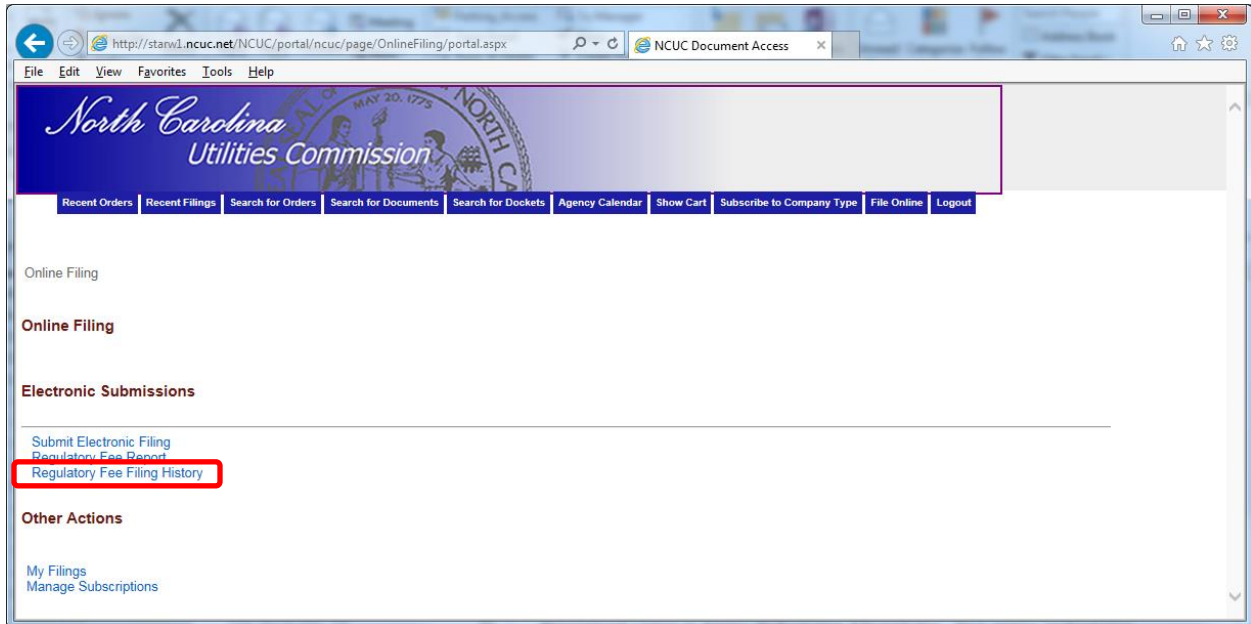
Your access is limited to only those companies for which you are listed as the contact so you are not able to see any company’s reports.

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

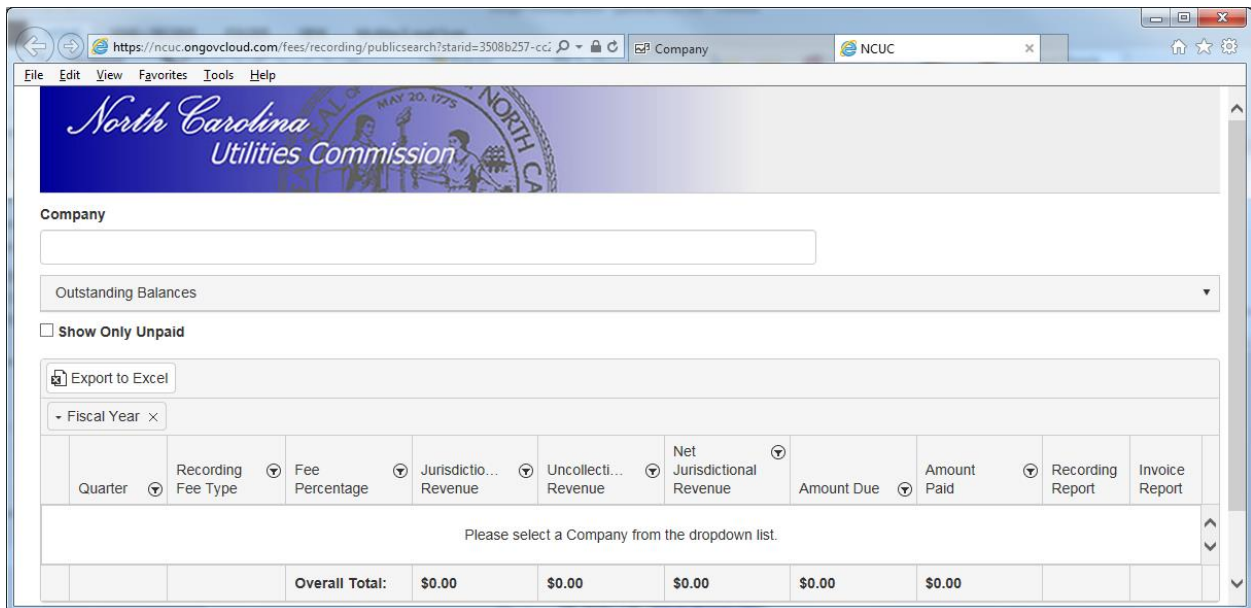


The screenshot shows a web browser window displaying the NCID Login page. The browser's address bar shows the URL <http://starw1.ncuc.net/NCUC/portal/ncuc/page/NCIDLogin/portal.aspx>. The page header features the North Carolina Utilities Commission logo and a navigation menu with items like "Recent Orders", "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, there 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 login section, there are three buttons: "Login", "Register", and "Forgot Password?". A final note at the bottom of the page 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:



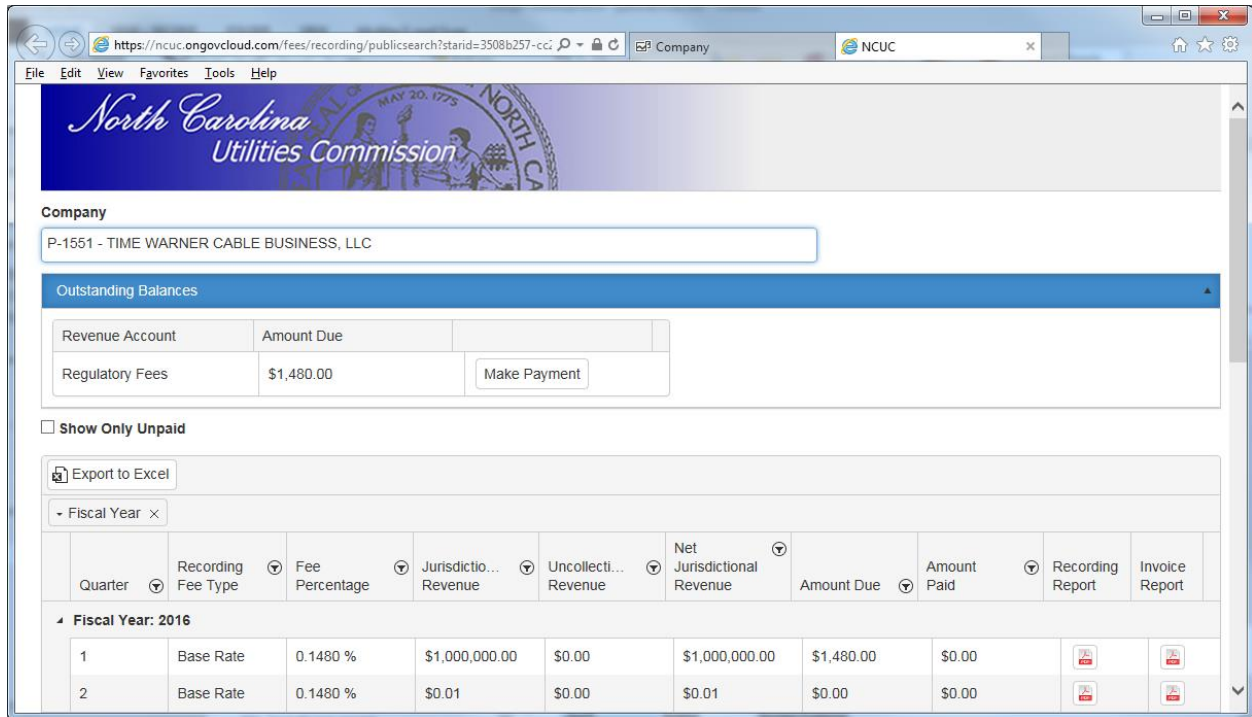
Click in the Company box and start typing the company you are looking for. The screen will try to match the options available to you and you should select the company you are looking for.

Once you select a company, you will see all the filings which are available to you. 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:



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.

Once again, we currently only accept E-checks (bank accounts with routing numbers) as a means of payment at this time; 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.

If your outstanding balance is other than “Regulatory Fees,” you will need to contact the Clerk’s Office to find out what the balance consists of or is a result of. The main line for the Chief Clerk’s Office is 919-733-7328.

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 Regina Williams at 919-733-5265 or email [rwilliams@ncuc.net](mailto:rwilliams@ncuc.net); Terreca Ettson at 919-715-0422 or email [tettson@ncuc.net](mailto:tettson@ncuc.net). You can also call the main Fiscal Management phone number of 919-733-7680 or email us at [fiscalmanagement@ncuc.net](mailto:fiscalmanagement@ncuc.net)

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://www.ncuc.net/regfee/regfee.html>

Thanks for working with us!