

**ANNUAL TAX REPORT**

-OF-

**GAS COMPANIES**

\*\*\*\*\*

**REPORT OF**

\_\_\_\_\_  
SCC I.D.# \_\_\_\_\_

-TO THE-

**STATE CORPORATION COMMISSION OF VIRGINIA**

FOR THE YEAR 2012

This report must be filed in **Duplicate** with the State Corporation Commission annually,  
on or before the **Fifteenth Day of April**.

**INSTRUCTIONS  
FOR FILING  
ANNUAL TAX REPORT OF GAS COMPANIES**

Please follow these instructions when preparing the Annual Tax Report:

1. All reports are due in this office no later than April 15th of each year.
2. Completion of cover page, page 1, and page 2 is required.
3. Follow the Uniform Systems of Accounts where applicable; however, this Division may require additional backup data for property and Gross Revenue not reported in the FERC Operating Report which is filed with the SCC Public Utility Accounting Division.
4. All property owned is to be reported at Original Cost or Fair Market Value where applicable.
5. **Make sure that all property is listed alphabetically, Cities first then Counties and Towns.** Also indicate the district, if any, in which the property is located (Refer to your current copy of the District Codes and include those codes in the columns provided on each page of the Tax Report. Remember to consolidate Annexed Areas after the first year.)
6. Enclosed is a real estate transaction form for reporting any land transactions which have occurred and have not been reported. Please complete the form IMMEDIATELY and return to this office by February 1st of each year.
7. Although Leased Land and Buildings will not be assessed, you are still required to give this office addresses of all these Leased Parcels. (Remember to report the dollars associated with Improvements made on Leased Property on page 4 on the same line as the Leased Parcel.)

Listed below is the Page and Class where your property should be reported:

- |    |            |   |
|----|------------|---|
| 1. | Pages 3, 4 | Class 1 - Land and Buildings  |
| 2. | Pages 5, 6 | Class 2 - Machinery and Equipment   |
| 3. | Page 7     | Class 3A - Automobiles and Trucks owned by the company listed in the locality where they are garaged. (Do not report leased vehicles) |
| 4. | Page 8     | Class 3B - Furniture, Office equipment, Computers, Copy Machines, and any other related equipment.                                    |
| 5. | Page 9     | Class 4 - Mains, Transmission and Distribution  |

- |    |         |  |
|----|---------|--|
| 6. | Page 10 | Class 5 - Services   |
|    | Page 10 | Class 6 - Meters and Regulators                                  |
| 7. | Page 11 | Class 7 - Materials and Supplies, Plant Under Construction, etc. |
| 8. | Page 12 | Class 8 - Merchant's Capital                                     |

If you have any other property than what is listed above and are uncertain where it should be reported, please contact this office (804) 371-9676.

Companies may file a computer printout in lieu of our regular printed report if the following stipulations are met:

- A. The entire report must be computerized and be the same size paper from cover to cover.
- B. Reports must be filed on 8 1/2" x 14" paper. Paper should be of a quality that will ensure its preservation as long as possible in its original form. Be sure to leave a one inch left margin for binding purposes.
- C. Your computer must follow the format of the tax reports that are mailed from this office to you in January of each year. The format must be exactly like each schedule, column for column and line for line. All columns must be labeled with their respective heading such as (A), (B) (C), etc. All pages and schedules must be totaled down and across.
- D. The duplicated copy of the computer generated tax report does not have to be of the same size and quality as the original computer generated copy that has to be filed.

NOTE: Please remember, the computer generated tax report is offered to you as an option and is NOT a requirement. If you should decide to exercise this option you are asked to submit a sample report for our review. Should you have any questions or need any assistance, please contact this office at (804) 371-9676 or by fax at (804) 371-9797 or on the web at <http://www.scc.virginia.gov/division/pst/index.htm>

**See e 1. Land Transaction Form**



# General Instructions

Each incorporated GAS company doing business in the State of Virginia will receive **TWO** copies of this form. The President, or other proper officer, will furnish the information asked for as soon as possible, but not later than **APRIL FIFTEENTH**, and return both copies to the DIRECTOR, PUBLIC SERVICE TAXATION DIVISION, STATE CORPORATION COMMISSION, 4th Floor Tyler Building, 1300 East Main Street, Richmond, Virginia, 23219 or P.O. Box 1197, Richmond, Virginia, 23218.

**Each question must be answered and SOME NOTATION must be made after every question to indicate that it has not been overlooked. Reference to returns of former years may not take the place of required entries.**

Name of Corporation \_\_\_\_\_

Location of principal office in Virginia \_\_\_\_\_

Name, title, address, and telephone number of person to whom tax bills should be sent: (Must be an officer of the company.) Telephone No. \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Address \_\_\_\_\_

### PRINCIPAL OFFICERS (If Applicable)

NAME	TITLE	ADDRESS

### OATH

STATE OF \_\_\_\_\_

County or City of \_\_\_\_\_ to-wit:

I, \_\_\_\_\_, \_\_\_\_\_  
(Name) (Title)

of the company or persons named above, on oath, do say that the following return has been prepared from the original records of the company, that I have read it and that it is true to the best of my knowledge, information and belief; and I hereby acknowledge due service of notice that on **April 15, 2012** the State Corporation Commission will proceed to assess the value of the property of the said Company, and all other subjects of taxation, for taxation according to law, for the current year.

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
*Notary Public*

**ANNUAL TAX REPORT  
OF  
GAS COMPANIES  
COVERING**

NAME OF COMPANY

SCC I.D. #

SUMMARY OF REAL AND PERSONAL PROPERTY FOR THE YEAR 2012

SCHEDULE NUMBER AND TITLE		VALUE REPORTED BY THE COMPANY	VALUE ASSESSED BY THE STATE CORPORATION COMMISSION
(A)		(B)	(C)
SCHEDULE 1	LAND		
SCHEDULE 1	IMPROVEMENTS THEREON		
SCHEDULE 2	MACHINERY AND EQUIPMENT		
SCHEDULE 3-A	GENERAL PLANT - AUTOMOBILE AND TRUCKS		
SCHEDULE 3-B	GENERAL PLANT - OTHER EQUIPMENT		
SCHEDULE 4	MAINS (TRANSMISSION AND DISTRIBUTION)		
SCHEDULE 5	SERVICES		
SCHEDULE 6	METERS AND HOUSE REGULATORS		
SCHEDULE 7	MATERIAL AND SUPPLIES - PLANT UNDER CONSTRUCTION, ETC.		
	TOTAL VALUE OF REAL AND TANGIBLE PERSONAL PROPERTY		
SCHEDULE 8	MERCHANT'S CAPITAL		



LAND AND IMPROVEMENTS THEREON - Continued

SCHEDULE 1

Line Number	Locality-District Code (I)	DESCRIPTION (J)	VALUE OF STRUCTURES AND IMPROVEMENTS						Total Value of Improvements Only Reported by the Company (Q)	Line Number
			Production (Mfg. & Natural) (Accts. 305, 326 thru 330, & 341) (K)	Storage (Accts. 351, 352, 361, & 362) (L)	Transmission (Acct. 366) (M)	Distribution (Acct. 375) (N)	General (Acct. 390) (O)	Other (Accts. 105 - 121) (P)		
1									1	
2									2	
3									3	
4									4	
5									5	
6									6	
7									7	
8									8	
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25									25	
26									26	
27									27	
28									28	
29									29	
30									30	
		<b>Totals</b>								





GENERAL PLANT - AUTOMOBILE AND TRUCKS (ACCOUNT 392)  
SCHEDULE 3 - A

Line Number	LOCATION			DESCRIPTION					Total Value of Vehicle and Equipment Attached Reported by the Company				Line Number
	City or County	District or Town	Locality-District Code	FED I.D. # or DMV #	Make of Vehicle (Chev., Ford, Dodge, etc.)	Type of Vehicle (Sedan, 3/4 Ton Truck, Trailer, etc.)	Year Model	Year Purchased		Year Life	Percent Condition	Fair Cash Value	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	
1													1
2													2
3													3
4													4
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29													29
30													30
<b>Totals</b>													









MERCHANT'S CAPITAL  
SCHEDULE 8

Every Public Service Corporation engaging in the sale of accessories or other merchandise, in connection with its business, must make return on this form of the Merchant's Capital employed by it in the sale of such merchandise at each place at which such merchant's business is carried on. All inventories and returns with reference to Merchant's Capital shall be as of the beginning of business on January First of the tax year.

NOTE: Merchandise Inventory (Acct. 155) to be reported in Column E.

Line Number	LOCATION			DESCRIPTION	Inventory of Stock on Hand Fair Market Value	Assessed by the State Corporation Commission of Merchant's Capital	Line Number
	City or County	District or Town	Locality-District Code				
	(A)	(B)	(C)				
1							1
2							2
3							3
4							4
5							5
6							6
7							7
8							8
9							9
10							10
11							11
12							12
13							13
14							14
15							15
	<b>Totals</b>						