



# Electric Cooperatives General Instructions Oregon Property Tax Report

## When to file

File on or before **March 1, 2010**.

## Where to file

Mail all schedules, reports, forms, and attachments to:

Valuation Section  
Property Tax Division  
Oregon Department of Revenue  
PO Box 14600  
Salem OR 97309-5075

## Extension of time for filing statement

The department is allowed by law [Oregon Revised Statute (ORS) 308.535] to extend the time for filing this statement for good cause. To receive an extension, send us a written request explaining your need for the extension. The extension request must be filed before the due date of your annual statement.

If a company fails to make a statement or furnish the required information, the law also allows the department to “inform itself as best it may as to the matters necessary to be known in order to discharge its duties with respect to the property of the company.”

## Penalties for failure to file or false or fraudulent statement

**Your statement is considered delinquent if it is not filed by March 1 or by the extended date allowed by the department. The penalty for a delinquent statement is \$10 for each \$1,000 (or fraction thereof) of assessed value placed on the assessment roll of the department (ORS 308.030).**

Willfully providing a false or fraudulent statement is perjury [ORS 308.990(4)] and “upon conviction, shall be punished as otherwise provided by law for such crime.”

## Additional information you must file

In addition to the schedules provided, **all companies** must file a copy of:

- The company’s **complete** Annual Report filed with the Oregon Public Utility Commission and/or a federal regulatory body (if the company filed this annual report).
- The company’s 10-K (and parent company’s 10-K, if applicable) filed with the Securities and Exchange Commission.
- The annual report to stockholders (and parent company’s annual report, if applicable), if not included in the 10-K.
- **For all companies**, the cover letter sent with this packet may also request information in addition to the data required on the standard schedule forms. Read the letter carefully. The additional data requested is an *integral part of your total reporting requirement*. You must provide us with this additional information [ORS 308.525(16)].

## How to complete these Oregon schedules

1. Complete all schedules in this packet.
2. If you need more space than what’s available on a schedule, attach additional sheets. You may attach additional schedules which use other formats, as long as you provide all information that we’ve requested.
3. If a schedule doesn’t apply to you, leave it blank. Then attach a statement telling us why you don’t need to complete the schedule.
4. Type or print your information on these schedules. If you print, please use ink.
5. Put brackets ( < > ) around negative (“deficit”) amounts.
6. Keep a copy for your files.

## Important reminders

- **Calendar Year Basis.** The Oregon report is for a full calendar year.
- **“The Year”** means the year covered by the report.
- **“The Close of the Year”** means the close of business on December 31.
- **“The Beginning of the Year”** means the beginning of business on January 1.

## Oregon law

Oregon law (ORS 308.515) requires the department to make an annual assessment of designated utilities and companies. ORS 308.515(1) charges the department to assess any property having situs in this state:

*“... and that, except as provided in subsection (3) of this section, is used or held for future use by any company in performing or maintaining any of the following businesses or services or in selling any of the following commodities, whether in domestic or interstate commerce or in any combination of domestic and interstate commerce, and whether mutually or for hire, sale or consumption by other persons: Railroad transportation; Railroad switching and terminal; Electric rail transportation; Private railcar transportation; Air transportation; Water transportation upon inland water of the State of Oregon; Air or railway express; Communication; Heating; Gas; Electricity; Pipeline; Toll bridge; or Private railcars...”*

ORS 308.525 specifies what facts the companies should supply to the department. ORS 308.525(16) also allows the department to gather “Any other facts or information the department requires in the form of return prescribed by it.”

## Substitute forms acceptable

The Department of Revenue will accept photocopies and replicas of this packet. If you need an additional packet, please call 503-945-8283, or download forms from our website, [www.oregon.gov/DOR](http://www.oregon.gov/DOR).

## Electronic filing

Companies with complex tables, especially those with a large asset inventory or those with property located in many tax code areas throughout the state, are encouraged to submit data in an electronic format to save time and reduce errors.

*Electronic schedules may be filed in place of hard-copy schedules.* If you choose to file electronically, please sign the authorization for exchange of confidential information at the bottom of page 1 of your annual statement.

You may report your schedules in an electronic format that is compatible with Microsoft Office in Windows format (i.e., Excel spreadsheets, Access data, and Word documents).

**Important:** Please format your electronic data according to the format of the paper schedule or table and include all the information fields located in the annual statement schedules. Label the schedule so the department can readily identify which schedule you are submitting electronically. If you have questions regarding acceptable formats, please contact the assigned appraiser using the telephone number located on the attached cover letter.

Electronic forms in Microsoft Excel format are now located on our agency website at: [www.oregon.gov/DOR/PTD/utilityform.shtml](http://www.oregon.gov/DOR/PTD/utilityform.shtml).

The data may be sent on CD-ROM along with the form or may be attached via an e-mail message to the address below the appraiser’s name provided on the cover letter. *If you submit the data using e-mail, there is a possibility that it may not remain secure in transit.* The Department of Revenue maintains that all information, on receipt, is confidential and shall not be released to third parties. During the course of transit, information may be considered insecure and may be intercepted by third parties.



# Annual Statement for Electric Cooperatives

**Must be postmarked by March 1, 2010**

Declaration of property cost, operations, and other related information as of  
January 1, 2010

Department of Revenue use only	
Postmarked date	Date received
Extension date	

Business name		Business e-mail address or website address	
Street address			Is this a change of address? <input type="checkbox"/> Yes <input type="checkbox"/> No
City	State	ZIP code	

### Statement required

Oregon law (ORS 308.520) requires that each company assessed by the Department of Revenue file an annual statement with the department on or before March 1. **Failure to file a complete statement** will subject the company to a late filing penalty (ORS 308.030). **This statement is subject to audit.**

Contact person for annual statement			
Name			Telephone number
Mailing address			Fax number
City	State	ZIP code	E-mail address

Contact person and mailing address for tax statements			
Name		Telephone number	
Mailing address		E-mail address	
City	State	ZIP code	

### Taxpayer declaration

I declare under penalties of false swearing [ORS 305.990(4)] that this statement, including attached schedules, has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

Full legal name (if incorporated)			
Owner is (indicate where individual, partnership, corporation, etc.)			
Signature of owner, officer, or authorized agent <b>X</b>			Date
Typed or printed name of officer or agent signing above			Title
Name of preparer (if other than taxpayer)			Telephone Number

**I authorize the exchange of confidential information for this return, via e-mail.**

**Signature and title of owner, officer, or authorized agent \_\_\_\_\_ Title \_\_\_\_\_**

**Mail completed statement and schedules to:** Valuation Section  
Property Tax Division  
Oregon Department of Revenue  
PO Box 14600  
Salem OR 97309-5075

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By the terms of Oregon Revised Statutes 308.515, the Department of Revenue is required to make an annual assessment of any property having a situs in this state which is held for or used by a company in performing or maintaining an electric business or service, or in selling electricity, whether in domestic or interstate commerce or both, and whether mutually, or for hire, sale, or consumption by other persons, ORS 308.805 further provides:

“(1) Every association of persons, wholly mutual or cooperative in character, whether incorporated or unincorporated, the principal business of which is the construction, maintenance and operation of an electric transmission and distribution system for the benefit of the members of such association without intent to produce profit in money and which has no other principal business or purpose shall, in lieu of all other taxes on the transmission and distribution lines, pay a tax on all gross revenue derived from the use or operation of transmission and distribution lines (exclusive of revenues from the leasing of lines to governmental agencies) at the rates prescribed by ORS 308.807. The tax shall not apply to or be in lieu of ad valorem taxation on any property, real or personal, which is not part of the transmission and distribution lines of such association.

(3) As used in ORS 308.805 to 308.820: “Transmission and distribution lines” shall include all property that is energized or capable of being energized or intended to be energized, or that supports or is integrated with such property. This includes, but is not limited to, substation equipment, fixtures and framework, poles and fixtures thereon, conductors, transformers, services, meters, street lighting equipment, easements for rights of way, generating equipment, communication equipment, transmission lines leased to governmental agencies, construction tools, materials and supplies, office furniture and fixtures and office equipment. This shall not include such property as parcels of land, buildings and merchandise held for resale.

(b) “Wire mile” means a single conductor one mile long installed in a line, but not including service drops . . . .”

Each company subject to the law is required to file with the Department of Revenue, on or before March 1 of each year, in such form and on such blanks as the department may prescribe, a statement of certain facts specified in ORS 308.520 and 308.525.

Complete all schedules asked for or state reasons for any omission. Entries indicating deficits or “minus” amounts should be made in red or otherwise indicated by parenthesis, asterisk, etc. Where insufficient space is provided by the blank schedules, attach additional sheets and cross reference to the schedule to which they apply.

The schedules in this report are based on the Uniform System of Accounts prescribed for Electric Borrowers of the Rural Electrification Administration. If the company’s accounts do not conform to this system, complete the schedules in all cases where the account titles, or information requested, is adaptable to the company’s records. Where a schedule cannot be completed, substitute a similar schedule showing the indicated data.

Please attach to this report a copy of the last annual report of the board of directors or other officers to the members.

Make this annual report in duplicate and keep one copy in the files of the company for reference. Mail the other copy to the department, flat (not folded or rolled).

**It is required that the report be filed with the department on or before March 1 of the current year. The tax payment required by ORS 308.805 must be made by July 1.**

Valuation Section  
Property Tax Division  
Oregon Department of Revenue  
PO Box 14600  
Salem OR 97309-5075

## Schedule A—General Information

### Instructions

1. Give the exact name by which the company was known in law at the close of the year.
2. If any change was made in the name of the company during the year, state all such changes and the dates on which they were made.
3. Give the location, including street and number, of the main business office of the company at the close of the year.
4. Give the names and office addresses of the general officers of the company at the close of the year. If there are receivers who are recognized as in the controlling management of the company, give their names, titles, and office locations.
5. Give the name and post office address of the chief officer or managing agent or attorney in fact in Oregon.
6. This information is being requested per ORS 308.525.

Name of company		Business identification number (BIN)		
Previous name of company during the year		Effective dates of previous name		
		<b>Thru</b>		
State or country where company is organized	Nature of business	State	ZIP code	Area code and telephone number (     )
Address of principal office (street and number)	City	State	ZIP code	Area code and telephone number (     )

Title of general office	Name of officer:	Post office address:
President		
Secretary		
Auditor		
Superintendent		
General manager		

Name of the chief officer or managing agent or attorney in fact in Oregon

Address (street and number)	City	State	ZIP code	Area code and telephone number (     )
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**Indicate the nature of your operations by checking one or more of the following boxes:**

**Airlines:**

- Scheduled passenger operations
- Freight operations
- Express operations
- Other: \_\_\_\_\_

**Pipelines:**

- Gas
- Oil

**Water transportation:**

- Large company
- Small company

**Railroads:**

- Class I
- Shortline
- Private car

**Communications:**

- |  |       |
|--|-------|
| <input type="checkbox"/> Mobile radio      | _____ |
| <input type="checkbox"/> Wireless          | _____ |
| <input type="checkbox"/> Tower aggregators | _____ |
| <input type="checkbox"/> Local exchange    | _____ |
| <input type="checkbox"/> Wire and cable    | _____ |
| <input type="checkbox"/> CLEC              | _____ |
| <input type="checkbox"/> Cable telephone   | _____ |
| <input type="checkbox"/> Data transmission | _____ |
| <input type="checkbox"/> ISP/IAP           | _____ |
| <input type="checkbox"/> Cable television  | _____ |
| <input type="checkbox"/> Satellite         | _____ |

**% of business**

**Electric generation:**

- Generation transmission co-op
- Electric co-op
- Investor owned
- Wind generation
- PUD

## General Information

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Is the association a nonprofit cooperative organization?  Yes  No

State whether  Incorporated  Unincorporated

Date of organization \_\_\_\_\_

Cities, towns or areas served \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date service was first furnished \_\_\_\_\_ Number of members as of end of year \_\_\_\_\_

Face value of membership certificate \_\_\_\_\_

Are the association's accounting records maintained in accordance with the uniform system of accounts prescribed for electric borrowers of the rural electrification administration?  Yes  No

**Comparative General Balance Sheet**

	<b>Assets and other debits</b>	Balance at beginning of year	Balance at end of year
	<b>Utility plant:</b>		
1	Total utility plant in service		
2	Construction work in progress		
3	<b>Total utility plant (1+2)</b>		
4	Less: accum. provision for depreciation and amortization		
5	<b>Net utility plant (3-4)</b>		
6	Nonutility property—net		
7	Investment in subsidiary companies		
8	Investments in associated organizations—patronage capital		
9	Investments in associated organizations—other—general fund		
10	Investments in associated organizations—other—nongeneral fund		
11	Investments in economic development projects		
12	Other investments		
13	Special funds		
14	<b>Total other property and investments (6 thru 13)</b>		
15	Cash—general		
16	Cash—construction funds—trustee		
17	Special deposits		
18	Temporary investments		
19	Notes receivable—net		
20	Accounts receivable—net sales of energy		
21	Accounts receivable—net other		
22	Materials and supplies—electric and other		
23	Prepayments		
24	Other current and accrued assets		
25	<b>Total current and accrued assets (15 thru 24)</b>		
26	Deferred debits		
27	<b>Total assets and other debits (5+14+25+26)</b>		
	<b>Liabilities and other credits</b>	Balance at beginning of year	Balance at end of year
	<b>Equities and margins:</b>		
28	Memberships		
29	Patronage capital		
30	Operating margins—prior years		
31	Operating margins—current year		
32	Non-operating margins		
33	Other margins and equities		
34	<b>Total equities and margins (28 thru 33)</b>		
35	Long-term debt CFC (net) (Payments-unapplied (\$ _____))		
36	Long-term debt—other (net) (payments-unapplied (\$ _____))		
37	<b>Total long term debt (35+36)</b>		
38	Obligations under capital leases—noncurrent		
39	Accumulated operating provisions—asset retirement obligations		
40	<b>Total other noncurrent liabilities (38+39)</b>		
41	Notes payable		
42	Accounts payable		
43	Consumer's deposits		
44	Current maturities long-term debt		
45	Current maturities long-term debt—economic development		
46	Current maturities capital leases		
47	Other current and accrued liabilities		
48	<b>Total current and accrued liabilities (41 thru 47)</b>		
49	Deferred credits		
50	<b>Total liabilities and other credits (34+37+40+48+49)</b>		

Note: Substitution of Form 7 or company generated work papers is acceptable.

**Net Operating Margin**

Account no.	Items	Previous year	Current year
400	Operating revenues and patrons' capital		
	<b>Operating expenses:</b>		
401	Operating expense		
402	Maintenance expense		
403	Depreciation expense		
404	Amortization of limited-term electric plant		
405	Amortization of other electric plant		
406	Amortization—plant acquisition adjustments		
407	Amortization of property losses		
408	Taxes		
	<b>Total operating expenses</b>		
	<b>Operating margin:</b>		
412	Revenue from electric plant leased to others		
413	Expenses of electric plant leased to others	( )	( )
414	Other utility operating income		
	<b>Total utility operating margin</b>	( )	( )
	<b>Income deductions:</b>		
425	Miscellaneous amortization		
426	Miscellaneous income deductions		
427	Interest on long-term debt		
428	Amortization of loan expense		
431	Other interest expense		
432	Interest charged to construction—credit	( )	( )
	<b>Total income deductions</b>		
	<b>Net operating margin</b>		

**Gross Revenue Tax Computation**

Account no.		Numbers of customers	KWH sold	Revenues per account	Revenue subject to tax
440	Residential sales				
441	Irrigation sales				
442	Commercial and industrial sales				
444	Public street and highway lighting				
445	Sales to public authorities				
447	Sales for resale				
	<b>Total – accounts 440 thru 447</b>				
450	Forfeited discounts				
451	(Gross) miscellaneous service revenues				
	Expenses deducted from (gross) miscellaneous service revenues			( )	
453	Sales of water and water power				
454	Rent from electric property				
456	Other electric revenues				
	Sales of materials and supplies				
	Add back loss included in account 456				
	Deduct profit included in account 456				( )
	<b>Total operating revenues</b>				
412	Revenue from electric plant leased to others				
	Deduct gross revenue derived from lines leased to governmental agencies				( )
	Deduct direct cost of power—A/C 500-514,517-532, 535-545, 546-554, 555-557				( )
	<b>Gross revenue subject to tax</b>				
	<b>Gross revenue tax at 4%</b>				

**The tax payment is due on or before July 1 of this year.**







## Cost and Depreciation Data

Use this form to provide additional cost and depreciation data for your properties.

	As of January 1			
	System		Oregon (if different)	
	Cost	Accumulated Depreciation	Cost	Accumulated Depreciation
<b>Utility plant</b>				
Transmission plant:				
Land				
Buildings and structures				
All other plant in service				
Distribution plant:				
Land				
Buildings and structures				
All other plant in service				
All other plant:				
Land				
Buildings and structures				
All other plant in service				
Completed construction not classified				
Construction work in progress (account balance)				
Vehicles licensed by DMV				
<b>Total utility plant (ties to B/S)</b>				
<b>Other Plant</b>				
Plant held for future use				
Advances included in CWIP account				
Fuel stock (acct. 151)				
Fuel stock expenses undistributed (acct. 152)				
Materials and supplies—electric (acct. 154)				
Materials and supplies—merchandise (acct. 155)				
Stores expense undistributed (acct. 163)				
<b>Total Other Plant (Ties to B/S)</b>				





## Rented, Leased, or Chartered Property\* Located in Oregon for Year Ending December 31

ORS 308.517(3)

Land or buildings that meet **all** of the following conditions shall be assessed in accordance with law by the assessor of the county in which such property is situated:

- (A) Situated outside of railroad rights-of-way or outside of railroad station ground reservations; and
- (B) Leased or rented by a lessor whose property is not subject to ORS 308.505 to 308.665 (Department of Revenue assessment); to a company whose property is subject to ORS 308.505 to 308.665 (Department of Revenue Assessment); and
- (C) Used as or in connection with airport facilities, general offices, ticket offices, business offices, warehouses, service centers, relay stations, garages, central exchanges, moorage grounds, well pump houses, or substation sites.

*(Emphasis and parenthetical items added.)*

Item	General description of property	Map and tax lot number or legal description of land if applicable**	Location of property	Use of property	Name of owner
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

<sup>(1)</sup> This schedule shall include all properties, real and personal, that are not owned but are leased, rented, chartered, or otherwise held for or used in performing a business, service, or sale of a commodity enumerated in ORS 308.515. The schedule shall not include items of property that are subject to local assessment in accordance with ORS 308.517(3).

<sup>(2)</sup> Railroads shall not include property or trackage that is reported under joint facility or trackage rights nor shall they report property or tracks that are reflected in their basic mileage statements.

<sup>(3)</sup> Water transportation companies may omit watercraft if they are otherwise reported on pages 932-933.

\*\*Deed record, department order, or PCM may be referenced in lieu of total description.



# Contributions in Aid of Construction

**Background:**

Reports of investment in plant may not include a "Contributions in Aid of Construction" account. Under Oregon law the Department of Revenue is required to include in the assessment of property all property used, or held for future use, whether acquired by contribution or otherwise. To permit compliance with this requirement, please provide the following data as of December 31 of the year for which this report is being filed:

	Oregon	System
Total contributions in aid of construction (include) nonrefundable customer advance for construction)	\$ _____	\$ _____

Accrued depreciation attributable to CIAC (if not known, it will be assumed to be equivalent on a percentage basis to that of other plant property reported)	_____	_____
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Are the figures, reported above, the net after adjustment for retirement or other disposition of CIAC?  Yes  No

If no, how much CIAC was retired or disposed of during the year which this report covers? \_\_\_\_\_

Are CIAC amounts included in any of the investment of depreciation figures or in distribution of investment by situs shown elsewhere in this report?  Yes  No

If yes, in what accounts or schedules are they included? \_\_\_\_\_

Please provide an explanation of the method used to depreciate the CIAC assets. \_\_\_\_\_

Please provide an explanation of the method used to account for retirement or other disposition of CIAC assets. \_\_\_\_\_

Other explanatory notes or comments: \_\_\_\_\_