

**FORM EIA-826**  
**MONTHLY ELECTRIC UTILITY SALES AND REVENUE**  
**WITH STATE DISTRIBUTIONS - 2001**

**GENERAL INFORMATION**

**I. PURPOSE**

Form EIA-826 collects information on retail sales and revenue for all end-use sectors (residential, commercial, industrial and other-including public-street and highway lighting). The frame for this form consists of full-service utilities, energy utilities (energy service providers and wire distribution companies). The Form EIA-826 is separated into three parts, Schedule I-A, I-B, and I-C. Schedule I-A is to be filled out by those entities that are full-service electricity utilities where the bill is still bundled. Schedule I-B of the form is to be submitted by energy service providers, while Schedule I-C of the form is to be submitted by wire/distribution companies.

National, Census division, and State level estimates, based on data collected on this form, appear in the following EIA publications: *Electric Power Monthly*, *Electric Power Annual*, *Monthly Energy Review*, and the *Annual Energy Review*.

**II. WHO MUST SUBMIT**

The form EIA-826 survey is to be completed by those electric utilities, energy service providers and wire distribution companies in the 50 states and the District of Columbia. The full service electricity utility will be sampled, while the energy service providers and wire distribution companies will be a census in the State where deregulation has occurred. All companies will report data on a monthly basis. The Form EIA-826 sample of respondents are chosen from the Form EIA-861, "Annual Electric Energy Industry Report." The Form EIA-861 is used to collect retail sales of electricity and associated revenue from the over 3,300 electric utilities in the United States, its territories, and Puerto Rico, on an annual basis.

For the purpose of this report, an electric utility is a corporation, person, agency, authority, or other legal entity or instrumentality (including power marketers

and energy service providers) that owns and/or operates facilities including business premises within the United States, its territories, or Puerto Rico for the generation, transmission, distribution, or sale of electric energy primarily for the use by the public.

- It should be noted that the Form EIA-826 requires the reporting of electric energy information by electric utilities, energy service providers and wire distribution companies in the 50 states and District of Columbia, only.

If submitting a hard copy of the Form EIA-826, the report must have the contact name of the reporting official who is empowered to attest to the truth and accuracy of the information reported.

**III. WHAT, WHERE, AND HOW TO SUBMIT**

Please submit a completed, signed, and dated Form EIA-826 to the Energy Information Administration (EIA) of the U.S. Department of Energy. Please use one of the following reporting options:

**Option 1: Email or FAX your Form EIA-826 to the EIA at (202) 287-1585 or (202) 287-1959.**

**Option 2: Mail your Form EIA-826 to the EIA at the following address:**

U.S. Department of Energy  
Energy Information Administration, EI-53  
Mail Station: BG-094 (Form EIA-826)  
1000 Independence Ave., SW  
Washington, D.C. 20585-0650

## GENERAL INFORMATION (Continued)

Please retain a completed copy of this form for your files. Should you have any questions regarding the Form EIA-826 or need additional information, contact:

### **Deborah Johnson**

Telephone Number: (202) 287-1970  
FAX Number: (202) 287-1585  
INTERNET: [deborah.johnson@eia.doe.gov](mailto:deborah.johnson@eia.doe.gov)

or

### **Stephen Scott**

Telephone Number: (202) 287-1737  
FAX Number: (202) 287-1959  
INTERNET: [sscott@eia.doe.gov](mailto:sscott@eia.doe.gov)

## **IV. WHEN TO SUBMIT**

The Form EIA-826 must be submitted monthly (by the last calendar day of the month following the reporting month). For example, data for the January reporting period are due to DOE by February 28. If there are any corrections/revisions to data previously submitted on the Form EIA-826, please resubmit a Form EIA-826 for the reporting month(s) affected.

## **V. SANCTIONS AND CONFIDENTIALITY STATEMENTS**

The timely submission of Form EIA-826 is mandatory under the Federal Energy Administration Act of 1974 (Public Law 93-275) and other statutes. Late filing or failure to file, keep records, or comply with these instructions may result in criminal fines, civil penalties, and other sanctions as provided by section 13(l) of the Federal Energy Administration Act. The information reported on the Form EIA-826 is not considered confidential.

### **Notes**

- A blank copy of the Form EIA-826 and instructions are available from the EIA website [www.eia.doe.gov](http://www.eia.doe.gov). Click on “electricity” link located at the bottom of the page. Click on *Electricity Survey Forms*, located under *Selected Topics*.
- *The retail electricity sales and associated revenue data by State and consumer class that your utility files on the Form EIA-861, “Annual Electric Utility Report,” should equal the sum of the 12 monthly submissions of this report. If your utility also files the Form EIA-412, “Annual Report of Public Electric Utilities,” or the Federal Energy Regulatory Commission (FERC) Form 1, “Annual Report of Major Electric Utilities, Licensees, and Others,” the retail electricity sales and associated revenue data reported on these forms, should equal the sum of the 12 monthly submissions of the Form EIA-826 (for corresponding States). Where appropriate, please submit revisions to monthly Form EIA-826 data.*
- **Do not include** sales for resale in your submission.

## **FORM EIA-826 GENERAL INSTRUCTIONS**

### **1. Schedules I-A Through 1-C**

#### **Schedule I-A. Retail Sales to Ultimate Consumers. Full Service - Energy and Delivery Service (Bundled).**

Enter the reporting month revenue (thousand dollars), megawatthours, and number of consumers for retail sales of electricity to ultimate consumers by State and consumer class category for whom your utility provides both energy and delivery service. For public street and highway lighting, count all poles in a community as one. **Note: For sales to customer groups using brokers or aggregators, continue to count each customer separately. For instance, count a group of franchised commercial establishments aggregated through a single broker as separate customers (as reported in prior years).**

**State:** Enter the 2-letter U.S. Postal Service abbreviation (if not pre-printed) for the State in which the electric sales occur (e.g., VA for Virginia).

**Residential:** Enter the revenue, megawatthours, and number of consumers for electric energy supplied for residential (household) purposes. For the residential class, do not duplicate the consumer accounts due to multiple metering for special services (e.g., water heating, etc.). (See Definitions.)

**Commercial:** Enter the revenue, megawatthours, and number of consumers for electric energy supplied for commercial purposes. (See Definitions.)

**Industrial:** Enter the revenue, megawatthours, and number of consumers for electric energy supplied for industrial purposes. (See Definitions.)

**Other:** Enter the revenue, megawatthours, and number of consumers for electric energy supplied to ultimate consumers (include public street and highway lighting). (See Definitions.)

**Total:** Enter, for each State, the sum of the revenue, megawatthours, and number of consumers entered for residential, commercial, industrial, and other sales.

#### **Schedule I-B. Retail Sales to Ultimate Consumers. Energy-only Sales (without delivery service).**

Enter the reporting month revenue (thousand dollars), megawatthours, and number of consumers for sales of electricity to ultimate consumers by State and consumer class category for whom your utility provides only the energy consumed, where another electric utility provides delivery services, including, for example: billing, administrative support, and line maintenance.

#### **Schedule I-C. Retail Sales to Ultimate Consumers. Delivery Service (and all other charges).**

Enter the reporting month revenue (thousand dollars), megawatthours delivered, and number of consumers for ultimate consumers in your service territory by State and consumer class category for whom your utility provides only billing and related energy delivery services, where another electric utility supplies the energy.

### **2. General Guidelines**

- a. Review and verify all preprinted information; if incorrect, draw a line through the incorrect entry and provide the correct information. Provide any missing information.
- b. **Report retail sales, associated revenue, and consumer count data in whole numbers (i.e., no decimal points).**
- c. Report in **megawatthours** the sales of electric energy to ultimate consumers and in **thousand dollars** the revenue associated with the sale of electric energy to ultimate consumers as defined in operating revenue accounts 440,

## **FORM EIA-826 GENERAL INSTRUCTIONS (Continued)**

442, 444-446, and 448 of the Federal Energy Regulatory Commission's Uniform System of Accounts for Public Utilities and Licensees (U.S. of A) (18 CFR Part 101) for each State preprinted on the form. State codes are two-character postal abbreviations.

- To convert kilowatthours to megawatthours divide by 1,000. For example: 1,000 kilowatthours = 1 megawatthour.
  - **Do not include** sales for resale in your submission.
  - Sales to consumers (i.e., farms and irrigation) that the utility has no system for separating into residential, commercial, and industry classifications, should be classified based on the classification of the consumer that their rate schedule most closely resembles. If there is no rate schedule distinction, report commercial consumers as those having a demand less than 1,000 kilowatts and industrial consumers as those having a demand greater than or equal to 1,000 kilowatts.
- d. Where exact data are not available, report estimated values. When exact data becomes available, resubmit the Form EIA-826 for each appropriate month.

- e. Negative values are not acceptable. Data apply only to the calendar month in which the sale occurred.
- f. It should be noted that the use of the Uniform System of Accounts for the reporting of data by municipalities is preferred but not required, subject to the Provisions of the Federal Power Act (18 CFR 101).
- g. Number of consumers is the number of end-users by sector during the reporting period.

### **3. Explanatory Notes**

Use this area to indicate any occurrences that significantly alter the data when comparing data for the current reporting month against prior reporting history.

**Example:** Prior reporting period adjustments, weather, gain or loss of customers, irrigation demand changes, seasonal electricity rate changes, reclassifications, and mergers.

## DEFINITIONS

1. Commercial - The consumers of the commercial sector that includes electricity supplied to nonmanufacturing business establishments, including hotels, motels, restaurants, wholesale businesses, retail stores, and health, social, and educational institutions, according to the North American Industry Classification System (NAICS). The utility may classify commercial service as all consumers whose demand or annual use exceeds some specified limit. The limit may be set by the utility based on the rate schedule of the utility. Sales to consumers that the utility has no system for separating into residential, commercial and industrial classifications, should be classified based on the classification of the consumer that their rate schedule most closely resembles. If there is no rate distinction, report commercial consumers as those with demand less than 1,000 kilowatts.
2. Delivery Service Consumers – Consumers provided only the delivery service related to the energy sold by competitive Energy Service Providers in your distribution service area (See Definition #7 below)
3. Delivery Service Megawatthours – The megawatthours sold by competitive Energy Service Providers to consumers in your distribution service area, which you delivered.
4. Delivery Service Revenue – Revenue received for the delivery of power, sold by competitive Energy Service Providers under utility deregulation, to consumers in your distribution service area. Delivery service Revenue should include all charges to retail consumers for delivery services (apart from the cost of energy) not billed, (or if billed, not retained) by the Energy Service Provider, including charges for transmission service, facility and line maintenance, competitive transition (“stranded-cost”) assessments, and miscellaneous administrative support, such as meter reading and billing.
5. Energy Service Consumers – Consumers provided only the energy by a competitive supplier where another utility delivers the energy.
6. Energy Service Megawatthours – The megawatthours sold by competitive Energy Service Providers to customers offered delivery service by another utility.
7. Energy Service Provider – Any of a group of unregulated competitive retail energy providers, (also referred to as retail power marketers, direct-access providers, etc.), who sell unbundled energy to retail consumers in deregulated markets, where related transmission and distribution service is provided by the consumer’s regulated local distribution utility.
8. Energy Service Revenue – Revenue received by competitive Energy Service Providers for the energy-only portion of a customer’s bill.
9. Industrial - The consumers of the industrial sector that is generally defined as manufacturing, construction, mining, agriculture, fishing, and forestry establishments, by the NAICS codes. The utility may classify industrial service using the NAICS codes, or based on demand or annual usage exceeding some specified limit. The limit may be set by the utility based on the rate schedule of the utility. If there is no rate distinction, report industrial consumers as those with demand greater than or equal to 1,000 kilowatts.
10. Other - The other category is defined as representing electricity consumers not elsewhere classified. This category includes public street and highway lighting service, service to public authorities, railroad and railway service, and interdepartmental services.
  - a. Interdepartmental Service

Interdepartmental services include amounts charged by the electric department at tariff or other specified rates for electricity supplied by it to other utility departments.
  - b. Service to Public Authorities

Public authority service includes electricity supplied and services rendered to municipalities or divisions or agencies of State or Federal governments, under special contracts or agreements or service classifications applicable only to public authorities.

c. Public Street and Highway Lighting Service

Public street and highway lighting service includes electricity supplied and services rendered for the purpose of lighting streets, highways, parks and other public places; or for traffic or other signal system service, for municipalities, or other divisions or agencies of State or Federal governments.

d. Railroad and Railway Services

Railroad and railway services include electricity supplied and services rendered to railroads and interurban and street railways, for general railroad use including the propulsion of cars or locomotives, where such electricity is supplied under separate and distinct rate schedules.

11. Residential - The consumers of the residential sector are defined as household establishments that consume energy primarily for space heating, water heating, air conditioning, lighting, refrigeration, cooking, and clothes drying. The classification of an individual consumer's account, where the use is both residential and commercial, is based on principal use. For the residential class, do not duplicate consumer accounts due to multiple metering for special services (e.g., water heating). Apartment houses and other multi-unit dwellings are included.

12. Total

This category shall consist of the sum of retail sales of electricity to ultimate consumers and associated revenue, to the following sectors: residential, commercial, industrial, and other.