

U.S. Department of Energy Energy Information Administration Form EIA-826 (2004)	MONTHLY ELECTRIC SALES AND REVENUE WITH STATE DISTRIBUTIONS REPORT	Form Approved OMB No. 1905-0129 Approval Expires 11/30/04
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GENERAL INFORMATION

PURPOSE
Form EIA-826 collects information from regulated and unregulated companies that sell or deliver electric power to end users, including electric utilities, energy service providers, and distribution companies. Data collected on this form includes retail sales and revenue for all end-use sectors (residential, commercial, industrial, and transportation). The data from this form appear in the following EIA publications: *Electric Power Monthly*, *Electric Power Annual*, *Monthly Energy Review*, and *Annual Energy Review*. The data collected on this form are used to monitor the current status and trends of the electric power industry and to evaluate the future of the industry.

REQUIRED RESPONDENTS
The Form EIA-826 is to be completed by those electric utilities, energy service providers, and distribution companies that sell or distribute electric power to end users and have been selected to report electric energy information on a monthly basis. The Form EIA-826 is a statistical sample of respondents chosen from the respondent frame of the Form EIA-861, "Annual Electric Power Industry Report." The Form EIA-861 is used to collect retail sales of electricity and associated revenue from all electric utilities, energy service providers, and distribution companies in the United States on an annual basis.

SANCTIONS
The timely submission of Form EIA-826 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a penalty of not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations, which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements. **Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.**

METHODS OF FILING RESPONSE
Secure methods of electronically transmitting survey information are the web-based form option (Option 1). With this option, EIA uses security protocols to protect the information against unauthorized access during transmission. Facsimile and e-mail transmissions (including files attached to e-mail messages) travel over ordinary telephone lines and are not considered secure electronic methods of transmitting survey data. Option 1 is the preferred method for filing.

Option 1: Submit your data electronically over the Internet using a web-based form. Log on to <https://elecfdc.eia.doe.gov> for system validation instructions.

Option 2: FAX your Form EIA-826 to the following FAX number:
(202) 287-1946

Option 3: 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-076 (Form EIA-826)
1000 Independence Avenue, S.W.
Washington, D.C. 20077-5651

Note: If you choose reporting Option 1 (Internet) or Option 2 (FAX), you are not required to submit your form by mail.
Retain a completed copy of this form for your files.

CONTACT
For questions regarding the Form EIA-826 or additional information contact:
Charlene Harris-Russell
Telephone Number: (202) 287-1747
FAX Number: (202) 287-1959
Email: eia-826@eia.doe.gov

CONFIDENTIALITY

The EIA's provisions for confidentiality of the data elements are as follows:

1. The EIA is required to provide company-specific data to the Department of Justice, or to any other Federal Agency when requested for official use, which may include enforcement of Federal law. The information may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress; the General Accounting Office; or to Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.
2. The information will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption in the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for the designated confidential information under the FOIA, the DOE shall make a final determination whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. Respondents may be asked for additional information on how release of the designated confidential information would be likely to cause substantial competitive harm. The respondents are encouraged to provide a letter with their submission of data that explains (on an element-by-element basis) the reasons why the confidential information would be likely to cause the respondent substantial competitive harm if released to the public. The letter would be kept on file to respond to requests for the information under the FOIA. A new justification is not needed each time information is submitted on an EIA form if the justification has not changed.

The information contained on Schedule 1, Part B relating to Revenue, Megawatthours Sold, and Number of Customers will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE Regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C., §1905. **The data reported on the Form EIA-826 not specifically stated in this section as confidential are not considered to be confidential.**

INSTRUCTIONS

Submit the completed Form EIA-826 to the EIA by the 40th day, following the close of the reporting month.

1. Verify all provided information. If incorrect, draw a line through the incorrect entry and provide the correct information. State codes are the two-letter U.S. Postal Service abbreviation. Provide any missing information. Typed or legible handwritten entries are acceptable.
2. Verify the information at the top portion of the form including the respondent name, respondent address, contact(s), telephone number(s), FAX number(s), title(s), and e-mail address(s).
3. Enter zero for States without revenue, megawatthours, or number of customers to report for a sector. **Do not leave these data fields blank.**
4. Submit revisions to data previously reported as soon as possible after the error or omission is discovered. Do not wait until the next reporting month's form is due to send resubmission(s). A new submission must be completed for each revised page. A photocopy of the original submission that clearly shows any changes to the data is acceptable. Draw a line through the incorrect data. Write the correct data above the incorrect data. The revised page will be treated as a replacement for the original page. Electronically file, FAX, or mail one copy of the resubmission.

Specific Instructions

Schedule 1. Retail Sales to Ultimate Customers, Part A. Full Service - Energy and Delivery Service (Bundled).

Enter the reporting month revenue (thousand dollars), megawatthours, and number of customers for retail sales of electricity to ultimate customers by State and customer class category for whom your utility provided both energy and delivery service. For public street and highway lighting, count all poles in a community as one customer. 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). Enter the two-letter U.S. Postal Service abbreviation (if not preprinted) for the State in which the electric sales occur.

Schedule 1. Retail Sales to Ultimate Customers, Part B. Energy-Only Service (Without Delivery Service).

Enter the reporting month revenue (thousand dollars), megawatthours, and number of customers for retail sales of electricity to ultimate customers by State and customer class category for which your company provided only the energy consumed, where another electric company provided delivery services, including, for example, billing, administrative support, and line maintenance. (Note: Texas Retail Energy Providers (REPs) include delivery revenues)

Schedule 1. Retail Sales to Ultimate Customers, Part C. Delivery-Only Service (and All Other Charges).

Enter the reporting month revenue (thousand dollars), megawatthours delivered, and number of customers for retail sales of electricity to ultimate customers in your service territory by State and customer class category for which your company provided energy delivery services, where another electric company supplied the energy.

All Schedules

1. For column a, **Residential**, enter the revenue, megawatthours, and number of customers for residential (household) purposes. For the residential class, do not duplicate the customer accounts due to multiple metering for special services (e.g., water heating, etc.).
2. For column b, **Commercial**, enter the revenue, megawatthours, and number of customers for commercial purposes. Public street and highway lighting, interdepartmental sales in commercial establishments, and sales to public authorities are included in this sector.
3. For column c, **Industrial**, enter the revenue, megawatthours, and number of customers for industrial purposes. Customers involved in agriculture are included in this sector.
4. For column d, **Transportation**, enter the revenue, megawatthours, and number of customers for electric energy supplied for transportation purposes.
5. For column e, **Total**, enter, for each State, the sum of the revenue, megawatthours, and number of customers entered for residential, commercial, industrial, and transportation sectors.
6. Attach additional sheet(s), if required.
7. Refer to the Glossary for the definition of selected terms.

REPORTING BURDEN

Public reporting burden for this collection of information is estimated to average 1.4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Statistics and Methods Group, EI-70, 1000 Independence Avenue S.W., Forrestal Building, Washington, D.C. 20585-0670; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503. A person is not required to respond to the collection of information unless the form displays a valid OMB number.

GLOSSARY

Bundled Utility Services (electric): A means of operation whereby energy, transmission, and distribution services as well as ancillary and retail services are provided by one entity.

Commercial: An energy-consuming sector that consists of service-providing facilities and equipment of non-manufacturing businesses, such as restaurants, retail stores, hotels, public street and highway lighting, interdepartmental sales in commercial establishments, and sales to public authorities; and other private organizations, such as religious, social, or fraternal groups. The commercial sector includes institutional living quarters. Common uses of energy associated with this sector include space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running a wide variety of other equipment. Commercial customers may be classified as a function of energy demand or annual usage, which meets some specified limit set by the energy provider. .

Delivery Service Customers: Those individuals receiving delivery service only related to the energy sold by competitive energy service providers in your distribution service area.

Delivery Service Megawatthours: The megawatthours sold by competitive energy service providers to customers in your distribution service area, which you delivered.

Delivery Service Revenue: Revenue received for the delivery of power, sold by competitive energy service providers under electric restructuring, to customers in your distribution service area. Delivery service revenue may include all charges to retail customers 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.

Distribution: The delivery of energy to retail customers.

Distribution Companies: The entities that will continue to provide regulated services for the distribution of electricity to customers and serve customers who do not choose direct access.

Energy Service Customers: Customers provided with the energy only by a competitive supplier where a distribution company delivers the energy.

Energy Service Megawatthours: The megawatthours sold by competitive energy service providers to customers that receive delivery service from a distribution company.

Energy Service Provider: An energy entity that provides service to a retail or end-use consumer.

Energy Service Revenue: Revenue received by competitive energy service providers for the energy-only portion of a customer's bill.

Industrial: An energy-consuming sector that consists of all manufacturing facilities and equipment used for producing, processing, or assembling goods. The industrial sector encompasses the following types of activity: manufacturing; agriculture, forestry, and fisheries; mining; and construction. Overall energy use in this sector is largely for process heat and cooling and powering machinery, with lesser amounts used for facility heating, air conditioning, and lighting. Fossil fuels are also used as raw material inputs to manufactured products. This sector may include energy deliveries to large commercial customers, and may exclude deliveries to small industrial customers which may be included in the commercial sector. It also may classify by using the North American Industry Classification System or on the basis of energy demand or annual usage exceeding some specified limit set by the energy provider.

Regulated Entity: For the purpose of EIA's data collection efforts, entities that either provide electricity within a designated franchised service area and/or file forms listed in the Code of Federal Regulations, Title 18, part 141 are considered regulated entities. This includes investor-owned electric utilities that are subject to rate regulation, municipal utilities, federal and state power authorities, and rural electric cooperatives. Facilities that qualify as cogenerators or small power producers under the Public Utility Regulatory Power Act (PURPA) are not considered regulated entities.

Residential: An energy-consuming sector that consists of living quarters for private households. Common uses of energy associated with this sector include space heating, water heating, air conditioning, lighting, refrigeration, cooking, and running a variety of other appliances. The residential sector excludes institutional living quarters. This sector may exclude deliveries or sales to apartment buildings or homes on military bases (these buildings or homes may be included in the commercial sector).

Transportation: An energy consuming sector that consists of 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.

Unregulated Entity: For the purpose of EIA's data collection efforts, entities that do not have a designated franchised service area and that do not file forms listed in the Code of Federal Regulations, Title 18, part 141 are considered unregulated entities. This includes qualifying cogenerators, qualifying small power producers, and other generators that are not subject to rate regulation such as independent power producers.

NOTICE: The timely submission of Form EIA-826 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a penalty of not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations, which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements. A person is not required to respond to the collection of information unless the form displays a valid OMB number. **Data reported in Schedule 1, Part B relating to Revenue, Megawatthours Sold, and Number of Customers will be kept confidential. All other data are not confidential. Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.**

SURVEY CONTACTS: Persons to contact with questions about this form.

Contact Person 1:
Telephone: () FAX () Title:
E-mail:

Contact Person 2:
Telephone: () FAX () Title:
E-mail:

RESPONSE DUE DATE: Please submit by the 10th working day, following the close of business month.

REPORT FOR:
Company Name: EIA ID:
Address line 1:
Address line 2:
City: State: Zip Code:

REPORTING PERIOD:
Jan _ Feb _ Mar _ Apr _ May _ Jun _ Jul _ Aug _ Sep _ Oct _ Nov _ Dec __, 2004

SCHEDULE 1. RETAIL SALES TO ULTIMATE CUSTOMERS, PART A. FULL SERVICE - ENERGY AND DELIVERY SERVICE (BUNDLED)

STATE	RESIDENTIAL (a)	COMMERCIAL (b)	INDUSTRIAL (c)	TRANSPORTATION (d)	TOTAL (e)
Revenue (thousand dollars)					
Megawatthours Sold and Delivered					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Sold and Delivered					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Sold and Delivered					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Sold and Delivered					
Number of Customers					

*MONTHLY ELECTRIC SALES AND REVENUE
 WITH STATE DISTRIBUTIONS REPORT*

REPORT FOR: Company Name: _____ EIA ID: _____
 REPORTING PERIOD:
 Jan ___ Feb ___ Mar ___ Apr ___ May ___ Jun ___ Jul ___ Aug ___ Sep ___ Oct ___ Nov ___ Dec ___, 2004

SCHEDULE 1. RETAIL SALES TO ULTIMATE CUSTOMERS, PART B. ENERGY-ONLY SERVICE (WITHOUT DELIVERY SERVICE)

STATE	RESIDENTIAL (a)	COMMERCIAL (b)	INDUSTRIAL (c)	TRANSPORTATION (d)	TOTAL (e)
Revenue (thousand dollars)					
Megawatthours Sold					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Sold					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Sold					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Sold					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Sold					
Number of Customers					

REPORT FOR: Company Name: _____ EIA ID: _____
 REPORTING PERIOD:
 Jan ___ Feb ___ Mar ___ Apr ___ May ___ Jun ___ Jul ___ Aug ___ Sep ___ Oct ___ Nov ___ Dec ___, 2004

SCHEDULE 1. RETAIL SALES TO ULTIMATE CUSTOMERS, PART C. DELIVERY-ONLY SERVICE (AND ALL OTHER CHARGES)

STATE	RESIDENTIAL (a)	COMMERCIAL (b)	INDUSTRIAL (c)	TRANSPORTATION (d)	TOTAL (e)
Revenue (thousand dollars)					
Megawatthours Delivered					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Delivered					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Delivered					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Delivered					
Number of Customers					
STATE					
Revenue (thousand dollars)					
Megawatthours Delivered					
Number of Customers					