

U.S. Department of Energy Energy Information Administration Form EIA-826 (2008)	MONTHLY ELECTRIC SALES AND REVENUE WITH STATE DISTRIBUTIONS REPORT	Form Approved OMB No. 1905-0129 Approval Expires:
PURPOSE	<p>Form EIA-826 collects information from electric utilities, energy service providers, and distribution companies that sell or deliver electric power to end users. Data collected on this form includes sales and revenue for all end-use sectors (residential, commercial, industrial, and transportation). The data from this form appear in the following EIA publications: <i>Electric Power Monthly</i>, <i>Monthly Energy Review</i>, and <i>Annual Energy Review</i>. 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.</p>	
REQUIRED RESPONDENTS	<p>The Form EIA-826 is a mandatory report for 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." .</p>	
RESPONSE DUE DATE	<p>Monthly data are due to the Energy Information Administration (EIA) by the last day of the month following the reporting period. For example, if reporting for July, survey is due on August 31.</p>	
METHODS OF FILING RESPONSE	<p>Submit your data electronically using EIA's secure Internet Data Collection system (IDC). This system uses security protocols to protect information against unauthorized access during transmission.</p> <ul style="list-style-type: none"> • If you have not registered with EIA's Single Sign-On system, send an e-mail requesting assistance to: EIA-826@eia.doe.gov. • If you have registered with Single Sign-On, log on at https://signon.eia.doe.gov/ssoserver/login. • If you are having a technical problem with logging into the IDC or using the IDC contact the IDC Help Desk for further information. Contact the Help Desk at: <p style="text-align: center;">E-Mail: CNEAFhelpcenter@eia.doe.gov.</p> <p style="text-align: center;">Phone: 202-586-9595</p> <p>• If you need an alternate means of filing your response, contact the Help Desk.</p> <p>Retain a completed copy of this form for your files.</p>	
CONTACTS	<p>Internet System Questions: For questions related to the Internet Data Collection system, see the help contact information immediately above.</p> <p>Data Questions: For questions about the data requested on Form EIA-826, contact the Survey Manager:</p> <p style="text-align: center;">Charlene Harris-Russell Telephone Number: (202) 586-2661 FAX Number: (202) 287-1959 E-mail: Charlene.Harris-Russell@eia.doe.gov</p>	

**GENERAL
INSTRUCTIONS**

Submit the completed Form EIA-826 to EIA by the 30th calendar day, following the close of the reporting month.

1. Enter zero for States without revenue, megawatthours, or number of customers to report for a sector. **Do not leave these data fields blank.**
2. 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.
3. If you are unable to make a revision through the IDC because the monthly data file has been locked, please e-mail your revisions to EIA-826@eia.doe.gov.

**ITEM-BY-ITEM
INSTRUCTIONS**

SCHEDULE 1. IDENTIFICATION

1. **Survey Contact:** Verify contact name, title, telephone number, fax number, and e-mail address.
2. **Supervisor of Contact Person for Survey:** Verify the contact's supervisor's name, title, telephone number, fax number and e-mail address.
3. **Report For:** Verify all information, including Company Name, Company Identification Number, and reporting month and year for which data are being reported. These fields cannot be revised online. Contact EIA if corrections are needed.

If any of the above information is incorrect, revise the incorrect entry and provide the correct information. Provide any missing information.

**SCHEDULE 2. PART A. SALES TO ULTIMATE CUSTOMERS –
FULL SERVICE - ENERGY AND DELIVERY SERVICE (BUNDLED)**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold or delivered (thousand dollars to the nearest .001), and number of customers for 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 2. PART B. SALES TO ULTIMATE CUSTOMERS –
ENERGY-ONLY SERVICE (WITHOUT DELIVERY SERVICE)**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold (thousand dollars to the nearest .001), and number of customers for 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. Enter the two-letter U.S. Postal Service abbreviation (if not preprinted) for the State in which the electric sales occur.

**SCHEDULE 2. PART C. SALES TO ULTIMATE CUSTOMERS –
DELIVERY-ONLY SERVICE (AND ALL OTHER CHARGES)**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours delivered (thousand dollars to the nearest .001), and number of customers for 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. Enter the two-letter U.S. Postal Service abbreviation (if not preprinted) for the State in

which the electric sales occur. Submit a complete list of the 'Names of Companies Within the State for which Electricity is Delivered'. Do not use acronyms. Submit this list in January of each year or the first month in which you began reporting the EIA-826. In subsequent months of the reporting year only revise the list with newly active/inactive companies for the month being reported. This list of companies will aid the EIA to maintain a current list of entities doing business in each State.

**SCHEDULE 2. PART D. SALES TO ULTIMATE CUSTOMERS –
BUNDLED SERVICE BY RETAIL ENERGY PROVIDERS, OR ANY POWER MARKETER THAT
PROVIDES “BUNDLED SERVICE.”**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold and delivered (thousand dollars to the nearest .001), and number of customers for sales of electricity to ultimate customers by State and customer class category for whom your company 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). (Note: Texas Retail Energy Providers (REPs) should include delivery revenues.) Enter the two-letter U.S. Postal Service abbreviation (if not preprinted) for the State in which the electric sales occur.

SCHEDULE 2, PARTS A-D

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.). Show Revenue and Megawatthours Sold to the nearest 0.001 value.
2. For column b, **Commercial**, enter the revenue, megawatthours, and number of customers for commercial purposes. Show Revenue and Megawatthours Sold to the nearest 0.001 value.
3. For column c, **Industrial**, enter the revenue, megawatthours, and number of customers for industrial purposes. Show Revenue and Megawatthours Sold to the nearest 0.001 value.
4. For column d, **Transportation**, enter the revenue, megawatthours, and number of customers for electric energy supplied for transportation purposes. Show Revenue and Megawatthours Sold to the nearest 0.001 value.
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 sales. Show Revenue and Megawatthours Sold to the nearest 0.001 value.
6. Previously reported “public street and highway lighting” data should now be included in the commercial sector. Irrigation data should now be included in the industrial sector.
7. Attach additional sheet(s), if required.
8. Refer to the Glossary for the definition of selected terms.

SCHEDULE 3. MERGERS AND/OR ACQUISITIONS

If a merger or acquisition has occurred during the reporting period, report those newly-acquired corporate entities whose operations are now included in this report.

SCHEDULE 4. COMMENTS

Explanations of entries or other comments may be provided in the comment section.

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GLOSSARY	<p>The glossary for this form is available online at the following URL: http://www.eia.doe.gov/glossary/index.html</p>	
SANCTIONS	<p>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.</p>	
REPORTING BURDEN	<p>Public reporting burden for this collection of information is estimated to average 1.1 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.</p>	
PROVISIONS REGARDING CONFIDENTIALITY OF INFORMATION	<p>The information reported on Form EIA-826 will be treated as non-sensitive and may be publicly released in identifiable form, except as noted below.</p> <p>The information reported on SCHEDULE 2 PARTS B and D on Form EIA-826 will be treated as sensitive and protected for nine (9) months after the end of the of the reporting year to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the Department of Energy (DOE) regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905. After nine (9) months from the end of the reporting year this information will be considered non-sensitive and may be publicly released in identifiable form.</p> <p>The Federal Energy Administration Act requires the EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE) to any Committee of Congress, the Government Accountability Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.</p> <p>Disclosure limitation procedures are applied to the sensitive statistical data published from SCHEDULE 2, PARTS B and D on Form EIA-826 relating to Revenue, Megawatthours Sold, and Number of Customers until nine (9) months after the end of the reporting year to ensure that the risk of disclosure of identifiable information is very small until then.</p>	