

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
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: <i>Electric Power Monthly</i> , <i>Electric Power Annual</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.		
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 Submit your data electronically using EIA's Internet Data Collection system (IDC). <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 Charlene Harris-Russell at: EIA-826@eia.doe.gov. Important Note: Even if you used the IDC system in 2003, you will need to register with Single Sign-On for 2004. If you have not done so or are not sure, e-mail EIA as noted immediately above. • 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: <div style="text-align: center;">E-Mail: CNEAFhelpcenter@eia.doe.gov Phone: 202-287-1333</div> • If you need an alternate means of filing your response, contact the Help Desk. Retain a completed copy of this form for your files.		
Internet System Questions: For questions related to the Internet Data Collection system, see the help contact information immediately above. Data Questions: For questions about the data requested on Form EIA-826, contact: Charlene Harris-Russell Telephone Number: (202) 287-1747 FAX Number: (202) 287-1959 Email: eia-826@eia.doe.gov		
CONFIDENTIALITY		
<p>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 Energy Information Administration (EIA) will protect your information in accordance with its confidentiality and security policies and procedures.</p> <p>The Federal Energy Administration Act requires the EIA to provide company-specific confidential 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 General Accounting 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 statistical data published from EIA-826 confidential survey information to ensure that the risk of disclosure of identifiable information is very small.</p> <p>All other information reported on Form EIA-826 will not be treated as confidential and may be publicly released in identifiable form. In addition to the use of the information by EIA for statistical purposes, the information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.</p>		

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.
3. For column c, **Industrial**, enter the revenue, megawatthours, and number of customers for industrial purposes.
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 sales.
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; 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.

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.

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: Title:
Telephone: () FAX () E-mail:

Contact's Supervisor: Title:
Telephone: () FAX () 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 ___, 2003

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

STATE	RESIDENTIAL (a)	COMMERCIAL (b)	INDUSTRIAL (c)	TRANSPORATION (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 ___, 2003

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

STATE	RESIDENTIAL (a)	COMMERCIAL (b)	INDUSTRIAL (c)	TRANSPORATION (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 ___, 2003

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					