2007 Commercial Buildings Energy Consumption Survey (CBECS)
Sponsored by the Energy Information Administration
U.S. Department of Energy
Washington, DC 20585

Case Label Here

Electricity Usage Form

(Form EIA-871E)

Form approval
OMB No.: 1905-0145
Expires: 09/30/2010

STEP 1 Look at the label and indicate the type of unit for which you are instructed to provide information:

- [x] Entire building
- [ ] Selected unit in the building (business, establishment, or other unit within a building)

In the following questions, the building or selected unit in the building will be referred to as the **reporting unit**.

STEP 2 **Complete this form and return it by April 4, 2009.** This report is mandatory under Public Law 93-275, as amended. If you have any questions, please call (toll-free) 1-888-493-5957 and ask for Sandy Pitzer.

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.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data records, 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, Washington, DC 20585-0670, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

STEP 3

CONTACT INFORMATION

Please provide the following information for the person who completed this form.
(Use each box for individual letters, numbers, characters, or spaces. Please print in CAPS.)

Name: ▶	F	R	E	D		G	L	I	C	K													
Job Title: ▶	A	N	A	L	Y	S	T																
Company: ▶	N	O	R	T	H		S	O	U	T	H		U	T	I	L	I	T	Y				

E-Mail Prefix: ▶	F	R	E	D	.	G	L	I	C	K													
E-Mail Domain: ▶	@	N	O	R	T	H	S	O	U	T	H	.	C	O	M								

Example:

Y	O	U	R	-	N	A	M	E						
@	Y	O	U	R	C	O	M	P	A	N	Y	.	C	O	M

Telephone: ▶	2	0	2	—	5	5	5	—	5	5	5	5	EXT	5	5			

Fax Number: ▶	2	0	2	—	5	5	5	—	5	5	5	6

	MM		DD		YY	
Date: ▶	0	3	1	5	0	9

STEP 4

GENERAL INSTRUCTIONS

Reporting format: Report the requested information on this form, or in a format that is convenient for you, such as a computer printout. Make sure the alternate format includes the required information. Examples of completed forms and Frequently Asked Questions are available on the Energy Information Administration website at: http://www.eia.doe.gov/cbecs/ess

Privacy of account numbers: We identify buildings only by the CBECS building identification number, shown on the label on the first page; we do not need your individual account numbers. If you have privacy concerns for your customers, please mark out or omit your own account numbers from any submissions. However, make sure you write the CBECS building identification number on any printouts you send us.

Multiple accounts: Submit a single report for the entire reporting unit summing across all accounts. The total should include former customers who occupied the space during the reporting period. If it is easier, you may provide a separate report for each of the accounts and we will aggregate the data for you.

Reporting Period: Report electricity data for all of 2007. We ask for the 14 month period that begins with December, 2006 and ends with January, 2008.

For each month (service period) provide the following for the reporting unit:

1. End date (month/day/year)
2. Electricity quantities (kWh)
3. Electricity charges

STEP 5

If you…	Deliver electricity directly to the reporting unit (e.g., your company is the local electric utility)	**Complete**	**Worksheet 1** for quantities (kWh) and all charges (dollars)
If you…	Sell electricity to the reporting unit, but do not deliver the electricity (e.g., your company is a third-party electricity supplier or marketer)	**Complete**	**Worksheet 2** for quantities (kWh) and sales charges (dollars)

Worksheet 1—Electricity Deliveries, Calendar Year 2007

Service Period	End Date for each service period (first period should include 12/2006)						Amount of Electricity Delivered for each service period									Total Costs for each service period										
#	MM		DD		YY		Kilowatthours (kWh) (enter only numeric values)									U.S. Dollars ($) and Cents (¢) (enter only numeric values)										
1	1	2	2	5	0	6					3	1	0	0	0				1	2	4	3	.	3	3
2	0	1	2	5	0	7					3	7	8	9	7				1	5	1	9	.	9	5
3	0	2	2	5	0	7					3	3	6	0	0				1	3	4	7	.	6	1
4	0	3	2	5	0	7					3	1	0	0	0				1	2	4	3	.	3	3
5	0	4	2	5	0	7					3	2	5	8	0				1	3	0	6	.	7	0
6	0	5	2	5	0	7					3	1	0	0	0				1	2	4	3	.	3	3
7	0	6	2	5	0	7					2	7	0	0	0				1	0	8	2	.	9	0
8	0	7	2	5	0	7					2	1	7	0	0					8	7	0	.	3	3
9	0	8	2	5	0	7					1	6	8	3	3					6	7	5	.	1	3
10	0	9	2	5	0	7					1	6	5	0	0					6	6	1	.	7	7
11	1	0	2	5	0	7					1	7	0	5	0					6	8	3	.	8	3
12	1	1	2	5	0	7					2	3	8	4	0					9	5	6	.	1	6
13	1	2	2	5	0	7					1	8	8	0	0					7	5	4	.	0	2
14	0	1	2	5	0	8					2	0	1	2	0				1	8	0	6	.	9	6

What costs are included? ***(mark with "x" all that apply)***
Exclude merchandise and repair costs; hookup, disconnect, and late payment fees.

- ☐ Commodity charges
- ☒ Delivery charges
- ☒ Demand charges
- ☒ Fuel adjustment charges
- ☒ System charges (minimum bill/base charge)
- ☒ State and local taxes and surcharges
- ☐ Management, storage, handling, or broker fees
- ☐ Other, specify _____

If…	**ALL** of the electricity delivered by your company (as reported in Worksheet 1) was sold to the reporting unit by **ANOTHER** company, then…	➡	Skip Worksheet 2. **Go to Step 6** to complete the form.
If…	**ALL** of the electricity delivered by your company (as reported in Worksheet 1) was sold to the reporting unit by **YOUR** company, then…	➡	Skip Worksheet 2. **Go to Step 6** to complete the form.
If…	**SOME** of the electricity delivered by your company to the reporting unit (Worksheet 1) was sold by **ANOTHER** company and **SOME** was sold by **YOUR** company, then…	➡	**Complete Worksheet 2** for quantities and sales charges, but only for electricity sold to the reporting unit by **YOUR** company.

Worksheet 2— Electricity Sales, Calendar Year 2007

Service Period	End Date for each service period (first period should include 12/2006)			Amount of Electricity Sold for each service period	Total Costs for each service period
#	MM	DD	YY	Kilowatthours (kWh) (enter only numeric values)	U.S. Dollars ($) and Cents (¢) (enter only numeric values)
1					.
2					.
3					.
4					.
5					.
6					.
7					.
8					.
9					.
10					.
11					.
12					.
13					.
14					.

What costs are included? ***(mark with "x" all that apply)***
Exclude merchandise and repair costs; hookup, disconnect, and late payment fees.

- ☐ Commodity charges
- ☐ Delivery charges
- ☐ Demand charges
- ☐ Fuel adjustment charges
- ☐ System charges (minimum bill/base charge)
- ☐ State and local taxes and surcharges
- ☐ Management, storage, handling, or broker fees
- ☐ Other, specify _____

_____

Go to Step 6 to complete the form.

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STEP 6

COVERAGE AND CLASSIFICATION INFORMATION:

1. Do the responses in Worksheet 1 and/or 2 include all active accounts or customers in this reporting unit as of December 31, 2007?

- [x] Yes
- [ ] No
- [ ] Don't Know

2. Does the information reported in Worksheet 1 and/or 2 include deliveries or sales to any other building(s) or unit(s) other than the reporting unit?

- [ ] Yes ➔ The information includes substantial deliveries or sales to buildings or units other than the reporting unit and you were unable to report separately for the reporting unit.
- [x] No ➔ The information reported includes deliveries or sales for only the reporting unit (or the reporting unit and minor out-buildings, such as a shed).
- [ ] Don't know

3. How do you classify the reporting unit in your records?

- [x] Commercial
- [ ] Residential
- [ ] Industrial
- [ ] Commercial/Industrial
- [ ] Other, specify _____

STEP 7

RETURNING YOUR COMPLETED QUESTIONNAIRE(S):

Please use the enclosed FedEx label and envelope to return the questionnaire(s) to:	▶	United States Department of Energy c/o NORC/CBECS-ESS 6574 1 North State St., 16th Floor Chicago, IL 60602
Or you may FAX a copy of the completed form to NORC at:	▶	1-800-795-0579

Thank you for completing this form.