



STATE OF MAINE
PUBLIC UTILITIES COMMISSION

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January 17, 2025

To: Non-ILEC Telephone Utilities and Qualified Telecommunications Providers

SUBJECT: 2024 Annual Report to the Public Utilities Commission

NOTE: ALL telephone utilities, including CLECs and IXCs, MUST file an Annual Report with the MPUC and pay an assessment into the PUC Regulatory Fund. The provisions of the statute pertaining to QTP's have not changed, and QTPs remain required to file an Annual Report and pay an assessment.

IT IS THE RESPONSIBILITY OF EACH TELEPHONE UTILITY AND QUALIFIED TELECOMMUNICATIONS PROVIDER TO ENSURE THAT THE ELECTRONIC FILING **IN EXCEL FORMAT OF THE ANNUAL REPORT WITH THE COMMISSION IS COMPLETED IN A TIMELY MANNER.**

Annual Report Due Date:

April 1, 2025

Change in Process: **Excel File Required. Filing to be made through CMS.**

Revenues Subject to Assessment:

For telephone utilities: Maine Intrastate Retail Operating Revenue, whether or not those revenues are derived from filed rates. For QTPs: all intrastate revenues except revenues derived from sales from resale.

Link to Electronic Copy of Report and Filing Instructions:

<https://www.maine.gov/mpuc/online-services/annual-financial-reports-templates>

Link to Filing Site: <https://mpuc->

[cms.maine.gov/CQM.Custom.WebUI/UserLogin.aspx](https://mpuc-cms.maine.gov/CQM.Custom.WebUI/UserLogin.aspx)

Pursuant to 35-A M.R.S. § 116, every telephone utility and qualified telecommunications provider is subject to assessment for the Public Utilities Commission

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Regulatory Fund. A Qualified Telecommunications Provider (QTP) is defined as “a provider of interconnected voice over Internet protocol service that paid any assessment under this subsection, whether voluntarily, by agreement with the commission or otherwise, prior to March 1, 2012.” A telephone utility that is an incumbent local exchange carrier (ILEC) will file an Annual Report that that is specifically designed for ILECs.

In order for the Commission to be able to calculate the amount of assessment that must be paid by each telephone utility or QTP, every non-ILEC telephone utility and QTP must submit the Telephone Utility and Qualified Telecommunications Provider Annual Report, which requires the reporting of the retail Intrastate Gross Operating Revenues recorded by the telephone utility or QTP for the calendar year 2024. The reported revenues are used in calculating the PUC assessment owed by each company. **All retail intrastate gross operating revenues (not only revenues derived from filed rates) are subject to assessment.** Pursuant to 35-A M.R.S. § 116, for telephone utilities, “intrastate gross operating revenues” means “all intrastate revenues, except revenues derived from sales for resale, whether or not the rates from which those revenues are derived are required to be filed pursuant to this Title.” In the case of a QTP, the same statute defines “intrastate gross operating revenues” as “all intrastate revenues except revenues derived from sales for resale.”

The Annual Report for the year ended December 31, 2024, is due by April 1, 2025. Telephone utilities and QTPs with less than \$50,000 in intrastate gross operating revenues will not be billed an assessment by the Commission, but all telephone utilities and QTPs must file an Annual Report with the company’s revenues. Utilities that fail to file a timely report may be subject to enforcement procedures, including possible revocation of a utility’s Certificate of Public Convenience and Necessity. Because of the requirement that the Commission prepare the assessment invoices by May 1st, no extension can be granted for the filing of the Annual Report.

The Commission uses an electronic Case Management System (CMS) for the filing of all documents, including the Annual Report. The electronic Annual Report form and the Filing Instructions can be accessed from the Commission web site (see the link in the box on page 1 of this letter). The Link to Filing Site also is provided in the box on page 1 of this notice. **Excel Format is required for filing.**

If you have any questions, please contact Lucretia Smith at 207-287-1383 or at Lucretia.smith@maine.gov.

Sincerely,

/s/ Amy Dumeny

Amy Dumeny
Administrative Director