

# CALIFORNIA PUBLIC UTILITIES COMMISSION

## GENERAL ORDER 104-A

ANNUAL REPORT ON OPERATIONAL AND FINANCIAL INFORMATION FORM for  
Competitive Local Exchange, Interexchange, and Fixed Interconnected VoIP Carriers  
due no later than March 31 of each year

<b>SECTION 1: FILING INFORMATION</b>			
<b>1.a. Calendar Year Reporting Period</b>		<b>1.b. Date Submitted</b>	
<b>SECTION 2: UTILITY INFORMATION (Required)</b>			
<b>2.a. Utility ID</b>			
<b>2.b. Utility Legal Name</b>			
<b>2.c. Utility DBA name(s)</b>			
<b>2.d. Business Address</b>			
<b>2.e. California Taxpayer ID No.</b>			
<b>2.f. Operating Company No.</b>			
<b>2.g. FCC Form 499-A Filer ID No.</b>			
<b>SECTION 3: CONTACT INFORMATION FOR QUESTIONS ON THIS REPORT (Required)</b>			
<b>3.a. First and Last Name</b>			<b>3.d. Title</b>
<b>3.b. Telephone No.</b>			
<b>3.c. Email Address</b>			
<b>SECTION 4: CUSTODIAN OF UTILITY'S GENERAL BOOKS OF ACCOUNT (Required)</b>			
<b>4.a. First and Last Name</b>			<b>4.d. Title</b>
<b>4.b. Telephone No.</b>			
<b>4.c. Address for Location of the Books of Account</b>			
<b>SECTION 5: TYPE OF ORGANIZATION (Required)</b>			
<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Company		<input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Other	
<b>5a: IF INCORPORATED or Other, specify</b>			
<b>5.a.i. Date of filing articles of incorporation with Secretary of State</b>			
<b>5.a.ii. State in which Incorporated</b>			
<b>5.c.iii. Other</b>			

<b>SECTION 6: CALIFORNIA CPCN OPERATING AUTHORITY (Required)</b>		
6.a. Decision No.		
6.b. Effective Date of Decision		
6.c. Date Operations Begun		
6.f. If Operations has not begun, briefly identify the reason (e.g., granted ALJ extension request)		
<b>SECTION 7: OTHER BUSINESS ACTIVITIES OTHER THAN TELEPHONE CORPORATION (Required)</b>		
7.a. Does the utility engage in other business activities?	<input type="checkbox"/> Yes, describe in the space below	<input type="checkbox"/> No
Description of Other Business Activities.		
<b>SECTION 8: REPORT APPENDICES (Required)</b>		
<input type="checkbox"/> Appendix A: List of Affiliates identified as Regulated Public Utility and/or Publicly Held Corporation. <input type="checkbox"/> Appendix B: Balance sheet as of December 31 of the calendar year for which information is submitted.		<input type="checkbox"/> Appendix C: Income statement for California operations for the calendar year for which information is submitted.
<b>SECTION 9: UTILITY OFFICER ATTESTATION (Required)</b>		
<p>By signing this completed form, the officer of the utility attests under penalty of the perjury laws of the State of California (CCP 2015.5) that the report is complete and accurate with no material omissions.</p>		
<b>Signature</b>		
<b>First and Last Name</b>		
<b>Title</b>		
<b>Email Address</b>		
<b>Telephone No.</b>		
<b>Date Signed</b>		

## INSTRUCTIONS FOR GENERAL ORDER 104-A

### ANNUAL REPORT ON OPERATIONAL AND FINANCIAL INFORMATION FORM

Pursuant to General Order 104-A, all Telephone Corporations must submit to the Communications Division Director (via [CDCompliance@cpuc.ca.gov](mailto:CDCompliance@cpuc.ca.gov)) an Annual Report on its Operations and Finances no later than March 31 of the year following the calendar year for which the report is submitted. This form is for **Competitive Local Exchange Carriers, Interexchange, and Fixed Interconnected VoIP Carriers**. Please carefully read the instructions before completing and submitting the report form. File **ELECTRONICALLY** and **DO NOT** send hard copies unless requested by CPUC staff.

1. Complete **SECTION 1: FILER INFORMATION**. Identify the Calendar Year that the report is being submitted for.
2. Complete **SECTION 2: UTILITY INFORMATION**. All information is required.
3. Complete **SECTION 3: CONTACT INFORMATION FOR QUESTIONS ON THIS REPORT**. All information is required.
4. Complete **SECTION 4: CUSTODIAN OF UTILITY'S GENERAL BOOKS OF ACCOUNT**. Provide information about the person that has custody of the utility's general books of account and the address of the office where such books are kept. All information is required.
5. Complete **SECTION 5: TYPE OF ORGANIZATION**. Select the appropriate type of organization for the reporting Utility, and if incorporated, complete **SECTION 4a**. All information is required.
6. Complete **SECTION 6: CALIFORNIA OPERATING AUTHORITY**. All information is required.
7. Complete **SECTION 7: OTHER BUSINESS ACTIVITIES**. Respond to the question whether the utility engages in other business activities. If response is *Yes*, utility must provide a description of the services. If space is insufficient, please include response as an attachment. If response is *No*, additional information is needed. Response is required.
8. Mark off the Report Appendices in **SECTION 8: REPORT APPENDICES** as you complete the information and prepare the respective information. All attachments are required.
  - **APPENDIX A: LIST OF AFFILIATES**. Provide a list of all Affiliates and identify whether they are a Regulated Public Utility and/or Publicly Held Corporation. Utility may submit its Annual Affiliate Transaction Report due on May 1.
  - **APPENDIX B: BALANCE SHEET**. Provide a copy of the Utility's Balance Sheet as of December 31st of the year for which information is submitted.
  - **APPENDIX C: INCOME STATEMENT**. Provide a copy of the Utility's Income Statement for California operations only as of December 31 of the calendar year for which information is submitted.

9. Complete **SECTION 9: UTILITY OFFICER ATTESTATION**. Each annual report must be signed by a corporate officer of the utility stating under penalty of perjury under the laws of the State of California (CCP 2015.5) that the annual report is complete and accurate with no material omissions. All information is required.
10. After completing the form, save into PDF/A with the required appendices. The PDF file name should be formatted: *[Utility ID] [Utility Name] Annual Op+Fi CY 20XX*. Please make reasonable abbreviations of the Utility Name. Submit the completed report via e-mail to [cdcompliance@cpuc.ca.gov](mailto:cdcompliance@cpuc.ca.gov).
11. This Annual Report falls within the CPUC General Order (GO) 66-C and Pub. Util. Code Section 583. These statutes address public inspection of reports filed with the CPUC. Reports are public records and, as such are open to public inspection unless they are within the exclusions of G.O. 66-C or exempted under the California Public Records Act (Government Code (GC) Section 6250 et seq.). Records exempted from public inspection may be made public on a case-specific determination by the CPUC that the public interest in withholding those records clearly outweighs the public interest in disclosure. (See GC Section 6254(a)). IF YOU REQUEST CONFIDENTIAL TREATMENT, file one copy of the full and completed version of the report; and one copy of the report with the claimed confidential information removed and the term REDACTED inserted in the blank area along with the required confidentiality declaration. The filing must be submitted in accordance with the confidential document submission process outlined in D.16-08-024.6
12. Failure to comply with CPUC rules and requirements may subject the telephone corporation to Commission enforcement actions and/or financial penalties, including but not limited to issuance of a citation pursuant to Resolution T-17601.

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Additional information regarding Annual Report on Operational and Financial Information a is available at the Commission website: <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/carrier-reporting-requirements>. If you have questions, please send them to [cdcompliance@cpuc.ca.gov](mailto:cdcompliance@cpuc.ca.gov).