

## GENERAL INSTRUCTION SHEET

1. This report must be completed in proper form (typed or legibly printed), and must be **filed with the Comptroller of the Treasury on or before April 1, 2016. A copy should be retained in your files for future reference.**
2. **ROUND ALL DOLLAR FIGURES TO WHOLE DOLLARS!**
3. **NO SHEET OR SECTION SHOULD BE LEFT BLANK.** If a sheet or section does not apply to your company, indicate by placing the words “**inapplicable**” or “**none**”.

**\*INCOMPLETE REPORTS WILL BE RETURNED!\***

4. **FAILURE** to file a complete report will result in a **FORCED ASSESSMENT.** Tennessee Code Annotated, Section 67-5-1317 states:

“The Owner of any such property refusing or failing to file such schedules and statements shall be deemed to have waived the mode and manner of ascertaining the value of such property, and of the distribution or allocation by the Comptroller of the Treasury of such valuation or assessment to the various counties and municipalities of the State of Tennessee for the purposes of county and municipal taxation, and shall not be permitted to be heard in opposition to the valuation fixed upon said property by the Comptroller of the Treasury, nor in opposition to the distribution or allocation of same by the Comptroller of the Treasury to the various counties and municipalities for the purposes aforesaid; and may, at the discretion of the Comptroller of the Treasury, in addition, be liable to a penalty of one hundred dollars (\$100) for each and every day which such owner is delinquent in filing said statement or schedule.” Failure to file a tax report could result in an audit under T.C.A. 67-5-1320.

5. It is necessary for you to furnish the Comptroller of the Treasury certain information pertaining to the company’s organization, legal status, and operation. **Pages 1 & 1A** should be completed very carefully. If a particular statement or question does not apply to your company, place the words “**inapplicable**” or “**none**” in the appropriate blank(s). **Do not leave any of the statements or questions on Pages 1 & 1A blank unless instructed to do so.**
6. The **Balance Sheet** on **Pages 2 & 3**, and the **Income Statement** on **Page 5** should be completed in a manner that fairly reflects the financial position of your company. All financial statements should be in conformity with generally accepted accounting principles. An entry on lines 8, 11, or 12 of the asset side of the Balance Sheet requires a detailed breakdown. **Use the financial pages included in this report. NO SUBSTITUTIONS ACCEPTED!** Also, please, include all off balance sheet equipment owned, leased or used by the company. (Pages 2 & 3)
7. **Page 6** requires a listing of equipment leased and/or used by your company. Leased equipment refers to personal property obtained through an operating lease. Used property refers to personal property not under a lease agreement and not owned by you but in your possession.
8. **Page 7** requires that you give the **Gross Investment & Depreciated Investment** of all Tennessee property, plant, and equipment. This sheet is a summary sheet and should show all Tennessee property.

**GENERAL INSTRUCTION SHEET**  
**(continued)**

9. **Page 8** requires a breakdown of **Gross Investment & Depreciated Investment** of Tennessee property, plant, and equipment as to county, city, and special school district. Complete a separate sheet for each county, city, and special school district where property is located. The **county sheet** should also include property located in the cities and special school districts within that particular county. The **city sheet** should also include properties of special school districts located within that particular city. The **special school district sheet** should include only that property located within that particular school district.
10. **Page 9** requires a listing of all purchases and sales of Tennessee real property (**including telecommunications towers**) occurring during the year 2015.
11. **Page 10** requires a listing of all real property under construction. This listing will include all real property currently under construction or construction expected to be completed by September 1 of this year. Be sure to include the county and city where located, map reference and property owner, description of improvement, and the construction cost.
12. Tangible personal property classified as construction work in progress “**for federal income tax purposes**” may be reported on pages EC – 7 and EC – 8 at **fifteen percent (15%) of its cost**. **Provide supporting documentation identifying tangible personal property construction in process in this account. DO NOT INCLUDE INVENTORY INVESTMENTS IN THESE AMOUNTS.**
13. You may attach any additional information that you desire.
14. **IT IS IMPERATIVE THAT THE REPORT BE SIGNED. IF NOT, THE REPORT WILL BE RETURNED.**
15. **Any additional information, schedules, etc., provided by your company must be submitted on LETTER SIZE PAPER (8.5” x 11”).**
16. Please provide the Office of State Assessed Properties with all documents in which an opinion of value has been determined by an appraiser hired by your company, any employee of your company, a public utilities commission or its equivalent, or any other party whose service was contracted by your company for the **past three years**. The documents should be summary in nature and **do not include** state or local appraisals.
17. In an effort to assure property accountability compliance, please provide the Office of State Assessed Properties with documentation supporting entries on the Ad Valorem Tax Report for the following: **gross investment in Tennessee, and net investment in Tennessee**. In other words, show how the numbers are derived. For companies located one hundred percent (100%) in Tennessee, a reference to the Balance Sheet is sufficient.



# STATE OF TENNESSEE

## 2016

### AD VALOREM TAX REPORT



COMPANY NAME \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 (PRINCIPLE OFFICE INFORMATION)

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 (PRINCIPLE OFFICE INFORMATION IN TENNESSEE)

PHONE NUMBER ( ) \_\_\_\_\_ FAX NUMBER ( ) \_\_\_\_\_

COMPANY WEB SITE \_\_\_\_\_

Visit our website at:

[www.comptroller.tn.gov/sap](http://www.comptroller.tn.gov/sap)

MAIL REPORT TO:

**COMPTROLLER OF THE TREASURY**  
**OFFICE OF STATE ASSESSED PROPERTIES**

505 Deaderick Street, Suite 1700  
 Nashville, Tennessee 37243-1402  
 (615) 741-0140 FAX (615) 741-0142

**\*\* THIS REPORT MUST BE FILED WITH THIS OFFICE BY APRIL 1, 2016\*\***

1. Company Name \_\_\_\_\_
2. Principal Office Location \_\_\_\_\_  

Number & Street

\_\_\_\_\_ City \_\_\_\_\_
\_\_\_\_\_ State \_\_\_\_\_
\_\_\_\_\_ Zip \_\_\_\_\_
3. Is Company \_\_\_\_\_ **INDIVIDUAL?** \_\_\_\_\_ **PARTNERSHIP?** \_\_\_\_\_ **CORPORATION?**  
                   \_\_\_\_\_ **COOPERATIVE?**                   \_\_\_\_\_ **OTHER?**
4. If a **CORPORATION** or **OTHER** similar enterprise, supply the following information:  
     Under laws of what state organized \_\_\_\_\_ Date organized \_\_\_\_\_  
     Add charter of incorporation or similar enterprise. \_\_\_\_\_ Date dissolved \_\_\_\_\_
5. Name & address of **PRESIDENT, OWNER, OR PARTNER** \_\_\_\_\_  

Name

\_\_\_\_\_ Position/Title \_\_\_\_\_
\_\_\_\_\_ Number & Street \_\_\_\_\_
\_\_\_\_\_ City \_\_\_\_\_
\_\_\_\_\_ State \_\_\_\_\_
\_\_\_\_\_ Zip \_\_\_\_\_
6. Name & address of **GENERAL MANAGER** \_\_\_\_\_  

Name

\_\_\_\_\_ Number & Street \_\_\_\_\_
\_\_\_\_\_ City \_\_\_\_\_
\_\_\_\_\_ State \_\_\_\_\_
\_\_\_\_\_ Zip \_\_\_\_\_
7. GROSS Investment in SYSTEM plant and property December 31, 2015                   \$ \_\_\_\_\_
8. NET Investment in SYSTEM plant and property December 31, 2015                   \$ \_\_\_\_\_
9. SYSTEM GROSS Revenue (Income) for year ended December 31, 2015                   \$ \_\_\_\_\_
10. SYSTEM NET OPERATING Revenue (Income) for year ended December 31, 2015                   \$ \_\_\_\_\_
11. Amount of LOANS FROM FEDERAL AGENCIES, if any                   \$ \_\_\_\_\_
12. Indicate stock & debt of company:

	Amount Authorized	No. of Shares or Amount Issued	Book or Par Value	Market or Cash Value
Preferred Stock	_____	_____	_____	_____
Common Stock	_____	_____	_____	_____
Bonds	_____	_____	_____	_____
Other Long-Term Debts	_____	_____	_____	_____
13. State surplus at beginning of 2015   \$ \_\_\_\_\_                   End of 2015   \$ \_\_\_\_\_
14. State amount of dividends paid for the year 2015:   Preferred   \$ \_\_\_\_\_                   Common   \$ \_\_\_\_\_
15. State exact dollar amount of FEDERAL INCOME TAX ACTUALLY PAID OR OWED FOR 2015 as reported on your Federal Income Tax Return   \$ \_\_\_\_\_
16. State ACTUAL CASH or MARKET VALUE of all Tennessee plant and property as of January 1, 2016   \$ \_\_\_\_\_

17. State NET additions (additions less retirements) to Tennessee plant and property for:  
 2014 \$ \_\_\_\_\_ 2015 \$ \_\_\_\_\_
18. Total number of subscribers in Tennessee \_\_\_\_\_
19. Does your company operate solely (100%) in Tennessee? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 If you checked "YES" it will not be necessary to complete questions 20-27.  
 If you checked "NO" **you must** complete questions 20-27.
20. GROSS Investment in Tennessee plant and property December 31, 2015 \$ \_\_\_\_\_
21. NET Investment in Tennessee plant and property December 31, 2015 \$ \_\_\_\_\_
22. TENNESSEE GROSS Revenue (Income) for year ended December 31, 2015 \$ \_\_\_\_\_
23. TENNESSEE NET OPERATING Revenue (Income) for year ended December 31, 2015 \$ \_\_\_\_\_
24. Percent of TENNESSEE GROSS Investment as compared to SYSTEM GROSS Investment in plant and property  
 December 31, 2015 \_\_\_\_\_ %
25. Percent of TENNESSEE NET Investment as compared to SYSTEM NET Investment in plant and property  
 December 31, 2015 \_\_\_\_\_ %
26. Percent of TENNESSEE GROSS Revenue (Income) as compared to SYSTEM GROSS Revenue (Income) for  
 year ended December 31, 2015 \_\_\_\_\_ %
27. Percent of TENNESSEE NET OPERATING Revenue (Income) as compared to SYSTEM NET OPERATING  
 Revenue (Income) for year ended December 31, 2015 \_\_\_\_\_ %
28. Does your company or its parent holding company file the following? **Check all that apply:**
- |  |                       |
|--|-----------------------|
| _____ a. SEC Form 10-K                 | _____ e. FERC Form 2  |
| _____ b. FCC Form M                    | _____ f. FERC Form 2A |
| _____ c. Annual report to stockholders | _____ g. FERC Form 6  |
| _____ d. FERC Form 1                   |                       |

**File one copy of each of the items checked in item 28 with the Comptroller of the Treasury, Office of State Assessed Properties.**

29. What was the date of your last rate case? \_\_\_\_\_ Was the case heard by a state PSC  
 or a federal entity? \_\_\_\_\_ What was the return on equity granted? \_\_\_\_\_ %
30. Special questions regarding this report should be directed to:
- NAME: \_\_\_\_\_
- TITLE: \_\_\_\_\_
- ADDRESS: \_\_\_\_\_  
Number & Street
- \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip
- PHONE NUMBER: ( ) \_\_\_\_\_
- FAX NUMBER: ( ) \_\_\_\_\_
- E-MAIL ADDRESS \_\_\_\_\_

**BALANCE SHEET**  
**ASSETS**

**AS OF DECEMBER 31**

<b><u>Item</u></b>	<b><u>Fixed Assets</u></b>	<b><u>2015</u></b>	<b><u>2014</u></b>
1.	Utility Plant in Service	\$	\$
2.	Plant Under Construction		
3.	Property Held for Future Use		
4.	Plant Acquisition Adjustment		
5.	Total Fixed Assets		
6.	<b>LESS</b> Depreciation & Amortization Reserve		
7.	<b>Net Fixed Assets</b>	\$	\$
	<b><u>Other Property &amp; Investments</u></b>		
*8.	Non-Utility Property	\$	\$
9.	<b>LESS</b> Accumulated Depreciation		
10.	Net Non-Utility Property		
*11.	<b>INVESTMENT IN AFFILIATED COMPANIES</b>		
*12.	<b>OTHER INVESTMENTS</b>		
13.	Miscellaneous Physical Property		
14.	Sinking Funds		
15.	Other Fund Accounts		
16.	<b>Total Other Property &amp; Investments</b>	\$	\$
	<b><u>Current Assets</u></b>		
17.	Cash	\$	\$
18.	Special Cash Deposits		
19.	Working Funds		
20.	Temporary Cash Investments		
21.	Notes Receivable from Affiliated Companies		
22.	Other Notes Receivable		
23.	Due from Related Parties – Net		
24.	Accounts Receivable from Affiliated Companies		
25.	Net		
26.	Other Accounts Receivable – Net		
27.	Interest & Dividends Receivable		
28.	Pre-Payments		
29.	<b>MATERIALS &amp; SUPPLIES</b>		
30.	Liquefied Natural Gas Stored		
31.	Subscriptions to Security Issues		
32.	Other Current Assets		
32.	<b>Total Current Assets</b>	\$	\$
	<b><u>Deferred Charges</u></b>		
33.	Discount on Long-Term Debt	\$	\$
34.	Extraordinary Maintenance & Retirements		
35.	Clearing Accounts		
36.	Other Deferred Charges		
37.	<b>Total Deferred Charges</b>	\$	\$
38.	<b>TOTAL ASSETS</b>	\$	\$

**\*GIVE A DETAILED BREAKDOWN AND DESCRIPTION OF THIS TYPE OF PROPERTY INVESTMENT.**



**LONG-TERM DEBT**

**Mortgages, Bonds, Promissory Notes, & Miscellaneous Long-Term Debt**

Date of Issue	Date of Maturity	Description: (Bonds, Notes, or Other Instrument)	Beginning of Year Balance	Principal Paid During Year	*End of Year Balance	Interest	for Year	Leave This Column Blank
						Rate (%)	Amount	
			\$	\$	\$		\$	
		<b>TOTALS</b>	\$	\$	\$ *	-----	\$	

**INCOME STATEMENT**

**AS OF DECEMBER 31**

<b><u>Item</u></b>	<b><u>Operating Revenue</u></b>	<b><u>2015</u></b>	<b><u>2014</u></b>
1.	Residential Sales	\$	\$
2.	Commercial & Industrial Sales		
3.	Street Lighting		
4.	Other Operating Revenue & Sales		
5.	<b>Total Operating Revenue</b>	<b>\$</b>	<b>\$</b>
	<b><u>Operating Expense</u></b>		
6.	Cost of Power Generated	\$	\$
7.	Cost of Power Purchased		
8.	Facilities Rental Charges		
9.	Transmission Expense		
10.	Distribution Expense		
11.	Depreciation Expense		
12.	Amortization Expense		
13.	Customer Accounting & Collection Expense		
14.	Administrative & General Expense		
15.	Operating Taxes: State, County, & Municipal		
16.	Federal Income Taxes		
17.	Federal Other Taxes		
18.	Other Operating Expense		
19.	<b>Total Operating Expense</b>	<b>\$</b>	<b>\$</b>
20.	<b>Net Operating Income</b>	<b>\$</b>	<b>\$</b>
	<b><u>Other Income</u></b>		
21.	Dividend Income	\$	\$
22.	Interest Income		
23.	Allowance for Funds Used During Construction		
24.	Income from Sinking & Other Funds		
25.	Income from Non-Utility Property		
26.	Miscellaneous Income		
27.	<b>Total Other Income</b>	<b>\$</b>	<b>\$</b>
	<b><u>Miscellaneous Deductions from Income</u></b>		
28.	Miscellaneous Income Charges	\$	\$
29.	Federal Income Taxes-Non-Operating		
30.	Other Non-Operating Taxes		
31.	Total Miscellaneous Deductions		
32.	Net Other Income		
33.	<b>Gross Income</b>	<b>\$</b>	<b>\$</b>
	<b><u>Interest &amp; Other Deductions</u></b>		
34.	Interest on Funded Debt	\$	\$
35.	Other Interest Deductions		
36.	Amortization of Discount on Long-Term Debt		
37.	Release of Premium on Long-Term Debt-Credit		
38.	Other Fixed Charges		
39.	Total Interest & Other Deductions		
40.	<b>Net Income Before Extraordinary Items</b>	<b>\$</b>	<b>\$</b>
	<b><u>Extraordinary &amp; Delayed Items</u></b>		
41.	Extraordinary & Delayed Items	\$	\$
42.	<b>Net Income to Retained Earnings</b>	<b>\$</b>	<b>\$</b>

**LEASED EQUIPMENT**

**This schedule should include all operating equipment located in Tennessee that is leased or used by your company.**

Type of Equipment	No. Of Units	Total Annual Amount of Rent	Age Of Units	Annual Depreciation Rate	Lease Expiration Date	Owner	Tax Liability Lessor or Lessee	Original Cost	Accumulated Depreciation	Depreciated Cost	Location (County & City)
		\$						\$	\$	\$	

**TENNESSEE PROPERTY**

**Note:** This sheet is a summary and should include all property located in every city & county in Tennessee. Number in parenthesis refers to FERC Uniform System of Accounts.

**Real Estate**

**Land: (389)**

Description	Location		Year Acquired	Gross Investment	Depreciated Investment
	Street	City		\$	
	Street	City			
	Street	City			
	Street	City			
<b>Total Land (389)</b>				<b>\$</b>	<b>\$</b>

**Structures: (390)**

Description	Location		Year Acquired	Gross Investment	Depreciated Investment
	Street	City		\$	\$
	Street	City			
	Street	City			
	Street	City			
<b>Total Structures (390)</b>				<b>\$</b>	<b>\$</b>
<b>Total Real Estate</b>				<b>\$</b>	<b>\$</b>

Furniture, Fixtures, and Other General Plant (391-399)

**Total General Plant (389-399)**

\$	\$
----	----

**Transmission Plant**

Pole Line Miles

**Total Transmission Plant (350-359)**

\$	\$
----	----

**Distribution Plant**

Operating Revenue	\$
Total Customers	
Pole Line Miles	
Transformers (368)	

**Total Distribution Plant (360-373)**

\$	\$
----	----

**Total Plant In Service (101, 101.1)**

\$	\$
----	----

Materials & Supplies (154, 155)

Construction Work in Progress (107) (Gross Cost)

Personal @ 15%

Real @ 100%

**TOTAL TENNESSEE INVESTMENT**

\$	\$
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**PROPERTY SHEET**

**Note: One sheet to be completed for each county, city & special school district where property is located. Numbers in parenthesis refer to FERC Uniform System of Accounts.**

Name of City or Special School District \_\_\_\_\_ County \_\_\_\_\_

**Real Estate**

**Land: (389)**

Description	Location	Year Acquired	Gross Investment	Depreciated Investment
_____	Street _____	City _____	\$ _____	_____
_____	Street _____	City _____	_____	_____
_____	Street _____	City _____	_____	_____
_____	Street _____	City _____	_____	_____
<b>Total Land (389)</b>			<b>\$ _____</b>	<b>\$ _____</b>

**Structures: (390)**

Description	Location	Year Acquired	Gross Investment	Depreciated Investment
_____	Street _____	City _____	\$ _____	\$ _____
_____	Street _____	City _____	_____	_____
_____	Street _____	City _____	_____	_____
_____	Street _____	City _____	_____	_____
<b>Total Structures (390)</b>			<b>\$ _____</b>	<b>\$ _____</b>
<b>Total Real Estate</b>			<b>\$ _____</b>	<b>\$ _____</b>

Furniture, Fixtures, and Other General Plant (391-399)	_____	_____
<b>Total General Plant (389-399)</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Transmission Plant**

Pole Line Miles _____	_____	_____
<b>Total Transmission Plant (350-359)</b>	<b>\$ _____</b>	<b>\$ _____</b>

**Distribution Plant**

Operating Revenue	\$ _____	_____
Total Customers	_____	_____
Pole Line Miles	_____	_____
<b>Total Distribution Plant Substations(360-373)</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Total Plant In Service (101, 101.1)</b>	<b>\$ _____</b>	<b>\$ _____</b>
Materials & Supplies (154, 155)	_____	_____
Construction Work in Progress (107) (Gross Cost)	_____	_____
Personal @ 15%	_____	_____
Real @ 100%	_____	_____
<b>TOTAL TENNESSEE INVESTMENT – County, City, or SSD</b>	<b>\$ _____</b>	<b>\$ _____</b>

**PURCHASES AND SALES OF TENNESSEE PROPERTY**

List all purchases and sales of Tennessee **real property** (including Telecommunications Towers) that occurred during the year 2015. Give all applicable information for each transaction separately. (You may copy pages as needed) **Please attach a copy of the warranty deed or sales contract.**

**PURCHASES**

**Date of Purchase:** \_\_\_\_\_

**County/City:** \_\_\_\_\_

**Assessor’s Tax Map & Parcel Number:** \_\_\_\_\_

**Purchase Price:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
Number & Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

**Description of Property:** \_\_\_\_\_

**Grantor (seller):** \_\_\_\_\_

**Type of Improvement:** \_\_\_\_\_

**SALES**

**Date of Sale:** \_\_\_\_\_

**County/City:** \_\_\_\_\_

**Assessor’s Tax Map & Parcel Number:** \_\_\_\_\_

**Sale Price:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
Number & Street

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

**Description of Property:** \_\_\_\_\_

**Grantee (buyer):** \_\_\_\_\_

**Type of Improvement:** \_\_\_\_\_



**DATE:** \_\_\_\_\_

I, \_\_\_\_\_, being the **OWNER, PRESIDENT, SECRETARY, AND/OR PARTNER OF** \_\_\_\_\_, do hereby swear and affirm that the foregoing Ad Valorem Tax Report for the year two thousand sixteen has been prepared from only the original books, papers, and records of said respondent under my direction in accordance with Tennessee Code Annotated, §67-5-1316, and is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**OFFICIAL CAPACITY**