

# Procedure for Filing Electric, Gas, Water, & Sewer I&S Fee Based on the Statement of Gross Receipts

\*\*\* For Electric, Gas, Water and Sewer

\*\*\* DO NOT FILE BEFORE JULY 1<sup>ST</sup> – if filed earlier, it will be rejected

\*\*\* PAYMENT AND REPORT TO BE DATED JULY 1 OR AFTER – if earlier, it will be rejected

\*\*\* I&S Fee Based on the Statement of Gross Receipts Report Form must be signed and filed in PDF format

\*\*\* Filer must be a Tier 2 user that is associated with the utility

\*\*\* Report must be filed in PDF format

\*\*\* Payment is mailed by check or money order after image has been uploaded into PRCe360:

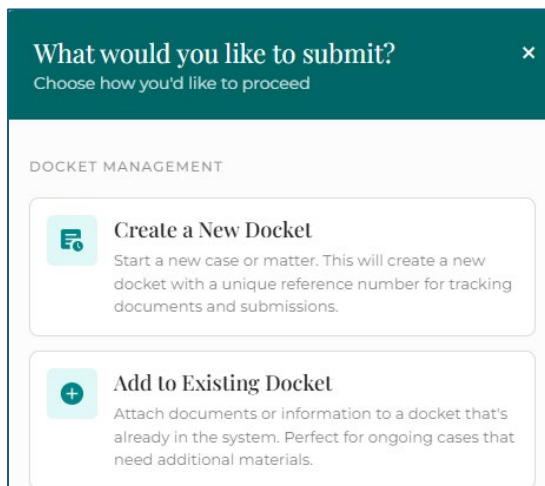
Attn: Utility Division  
NM Public Regulation Commission  
P.O. Box 1269  
Santa Fe, NM 87504-1269

## Process for Filing I&S Fee Based on the Statement of Gross Receipts:

1. Select the “Submit New” icon on the lower right of the page



2. Select Add to Existing Docket



3. **Complete the required form fields** with the red asterisk
  - o **DO NOT** file until July 1<sup>st</sup>. The information will be posted on the *Utility Inspection and Supervision Fee* website once the information has been provided for posting.

## Procedure for Filing Electric, Gas, Water, & Sewer I&S Fee Based on the Statement of Gross Receipts

- Website with information including Docket # to file into:
    - <https://www.prc.nm.gov/utilities/telecommunications-links-forms-2/>
  - Note: the *I&S Fee Based on the Statement of Gross Receipts Report* form and the check/money order will use two separate uploads in the Upload Document popup window.
4. **First Document Upload (Completed and Signed Form):**
- Select Upload button
  - Document Title: **[Company Name or Acronym] 62-8-8 NMSA I&S Fee Based on the Statement of Gross Receipts Report for [Year]**
  - Document Type: **Statement of Gross Receipts**
  - Access Type: **Non-Confidential** (is the default and is for public reports)
  - Description: enter an appropriate description for the application
  - Select file: upload the utility's signed PDF Utility and Carrier Inspection Fees Report
  - Select Save

**Upload Document** ✕

If uploading documents in support of your main document or pleading (testimony, affidavits, etc.), please be sure to link them to your main document. Failure to do so may result in rejection of your filing.

Document Title \*  
[Company Name or Acronym] 62-8-8 NMSA I&S Fee Based on the State

Document Type ⓘ \*  
Statement of Gross Receipts ✕ ▾

Access Type \*  
Non-Confidential ✕ ▾

Description

Drop your file here \*

Supported Format: AV1, AVIF, BMP, CSV, DOC, DOCX, GIF, HEIF, HTML, JPEG, JPG, M4A, MSG, MOV, MP4, MPEG4, NST, OST, PDF, PHP, PNG, PPT, PPTX, PST, RTF, SVG, TIF, TIFF, TXT, WEBP, XLS, XLSB, XLSX, ZIP  
Max File Size: 5000 MB

## Procedure for Filing Electric, Gas, Water, & Sewer I&S Fee Based on the Statement of Gross Receipts

### 5. Second Document Upload (Copy of Check or Money Order):

- Select Upload

Note: Include as an attachment to the filing a scan (pdf) or photograph (jpeg) of the check or money order made payable to the NM PRC to show proof of payment at time of filing.

- Document Title: **[Company Name or Acronym] Check #xxx for \$XX.XX I&S Fee Based on the Statement of Gross Receipts Report for [Year]**
- Document Type: **Supporting Document**
- Access Type: **Confidential** (as this contains banking information)
- Description: enter an appropriate description for the application.
- Select file: upload a copy of the check or money order
- Select Save

### Upload Document ✕

If uploading documents in support of your main document or pleading (testimony, affidavits, etc.), please be sure to link them to your main document. Failure to do so may result in rejection of your filing.

Document Title \*  
[Company Name or Acronym] Check #xxx for \$XX.XX I&S Fee Based on t

Document Type ⓘ \*  
Supporting Document ✕ ▾

Access Type \*  
Confidential ✕ ▾

Description  
Payment for 2025 Utility fees  
971 characters remaining

Select file Drop your file here \*

Supported Format: AVI, AVIF, BMP, CSV, DOC, DOCX, GIF, HEIF, HTML, JPEG, JPG, M4A, MSG, MOV, MP4, MPEG4, NST, OST, PDF, PHP, PNG, PPT, PPTX, PST, RTF, SVG, TIF, TIFF, TXT, WEBP, XLS, XLSB, XLSX, ZIP  
Max File Size: 5000 MB

Cancel Save

## Procedure for Filing Electric, Gas, Water, & Sewer I&S Fee Based on the Statement of Gross Receipts

6. The Utility shall then promptly physically mail the check or money order to NMPRC along with a copy of the *I&S Fee Based on the Statement of Gross Receipts Report* to which the fee is associated. This assists the chief clerk or designee with making sure the fee is properly applied.

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7. After receipt of the electronically filed document and the attached scan or photograph of the fee, the records chief clerk or designee will process the payment filing in PRCE360.

### Helpful Links

- Utility Inspection and Supervision Fee: <https://www.prc.nm.gov/utilities/telecommunications-links-forms-2/>
- PRCE360 Compliance Filings: <https://www.prc.nm.gov/prce360/prce360-compliance-filings/>
- PRC Home Page: <https://www.prc.nm.gov/>
- PRCE360 (sign in or sign up): <https://e360.prc.nm.gov/portal/public/#/public/nm-prc/en/home>
- PRCE360 Home Page: <https://www.prc.nm.gov/prce360/>
- User Guides for PRCE360: <https://e360-internal.prc.nm.gov/docusaurus/internal/>