



Memorandum

TO: South Carolina Regulated Water and Wastewater Utilities

SUBJECT: 2019 Water and Wastewater Annual Reports

DATE: February 18, 2020


Pursuant to regulations promulgated by the Public Service Commission of South Carolina (“PSC”) you are required to complete and submit an annual report on your South Carolina 2019 operations to the PSC and the Office of Regulatory Staff (“ORS”) no later than April 1, 2020. **If your company has a fiscal year that ends on a date other than December 31, 2019**, the report is due three months after the end of your fiscal year; **however, you must notify the ORS in writing** of your company’s fiscal end date.

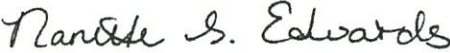
Please note the following:

- 1) The 2019 Water and/or Wastewater Annual Report form is available in a PDF fillable format at the Office of Regulatory Staff web site at www.ors.sc.gov. Click the following tabs to access the reports: Regulated Utilities → Water Wastewater → Water & Wastewater Forms and Resources page.
- 2) Water and/or Wastewater companies having annual operating revenues greater than or equal to \$1,000,000 must complete the Water and/or Wastewater Annual Report for Class A Companies.
- 3) Water and/or Wastewater companies having annual operating revenues greater than \$200,000 or more but less than \$1,000,000 must complete the Water and/or Wastewater Annual Report for Class B Companies.
- 4) Water and/or Wastewater companies having annual operating revenues less than \$200,000 must complete the Water and/or Wastewater Annual Report for Class C Companies;

All appropriate forms should be completed. Effective immediately, pursuant to Order No. 2019-706 in Docket No. 2009-84-A, **one copy of the Annual Report should be submitted to the PSC email address AnnualReports@psc.sc.gov**. In addition, **one electronic copy should be retained by the Company**. Filing this electronic copy with the PSC will satisfy your responsibility for submitting an annual report as required pursuant to PSC regulations.

If you have any difficulties accessing or downloading the 2019 Water and/or Wastewater Annual Report form, please contact Kyle Maurer at kmaurer@ors.sc.gov/803.737.0959 or Susan Hauptmann at shauptmann@ors.sc.gov/803.737.1144 regarding this process. If you have any additional questions or require an extension of time to file, please contact Kyle Maurer with the ORS at kmaurer@ors.sc.gov/803.737.0959, or the Public Service Commission of South Carolina at contact@psc.sc.gov/803.896.5100. Thank you for your prompt attention and cooperation in this matter.


Jocelyn Boyd
Chief Clerk/Administrator
Public Service Commission of SC


Nanette S. Edwards
Executive Director
SC Office of Regulatory Staff