



## Memorandum

**TO: South Carolina Regulated Water and Wastewater Utilities**

**SUBJECT: 2023 Water and Wastewater Annual Reports**

**DATE: January 12, 2024**

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 2023 operations to the PSC and the Office of Regulatory Staff ("ORS") no later than April 1, 2024. **If your company has a fiscal year that ends on a date other than December 31, 2023**, 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 2023 Water and/or Wastewater Annual Report form is available in a PDF fillable format on the Office of Regulatory Staff website or by clicking here [Water/Wastewater Forms & Resources](#).
- 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. 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](mailto: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 2023 Water and/or Wastewater Annual Report form, please contact Dan Hunnell at [dhunnell@ors.sc.gov](mailto:dhunnell@ors.sc.gov)/803.737.0780 or Susan Hauptmann at [shauptmann@ors.sc.gov](mailto: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 Dan Hunnell with the ORS at [dhunnell@ors.sc.gov](mailto:dhunnell@ors.sc.gov)/803.737.0780, or the Public Service Commission of South Carolina at [contact@psc.sc.gov](mailto:contact@psc.sc.gov)/803.896.5100. Thank you for your prompt attention and cooperation in this matter.

Handwritten signature of Jocelyn Boyd in blue ink.

Jocelyn Boyd  
Chief Clerk/Executive Director  
Public Service Commission of SC

Handwritten signature of Andrew M. Bateman in blue ink.

Andrew M. Bateman  
Acting Executive Director  
SC Office of Regulatory Staff