

Guidelines for Utilities to Submit Annual Reports

- Please note the simplified format of the annual report and follow all instructions.
- On the “Cover” tab, select your utility type from the drop-down menu at line 19.
- On the “Comp Gross Tax” tab, make sure you manually fill in Cells D27 and I27 to report the tax amount due to the Department and the Public Utility Commission. Please remit the value that appears in cell E 36 (TOTAL AMOUNT DUE).
- Print a copy of the Computation of Gross Revenue Tax page and mail it in with your remittance.
- The check (payable to the Vermont Department of Public Service) and a hard copy of the computation of tax page should be mailed to:

Vermont Department of Public Service
112 State Street, 3rd Floor
Montpelier, VT 05620-2601

- Attach a copy of the Annual Report to an email and send to:
 - PSD.AnnualReports@Vermont.gov and
 - PUC.Clerk@Vermont.gov