

# TIPS SHEET FOR FORM EIA-861

## **CONTACTS:**

- Email correspondence from EIA will go to the “Contact Name” email. Make any email address changes or updates here.

## **SCHEDULE 1: IDENTIFICATION**

- Please contact the Help Desk at [CNEAHelpcenter@eia.doe.gov](mailto:CNEAHelpcenter@eia.doe.gov) or phone 1-202 586-9595 to update Line 1, “Legal Name of Industry Participant”.

## **SCHEDULE 2, PART A: GENERAL INFORMATION**

If updating Line 3, Control Area Operator, double click in the Operator Name field for a list of valid Operators.

Only use whole numbers when completing summer and winter peak data (Line 6).

## **SCHEDULE 2, PART B: ENERGY SOURCES AND DISPOSITION**

Total Sources and Disposition (Lines 10 and 17) MUST be equal.

Only use a positive number in line 16, “Total Energy Losses”

## **SCHEDULE 2, PART C: CUSTOMER SERVICE PROGRAMS**

Green Pricing programs allow customers to purchase power generated from renewable resources and pay for renewable energy development.

Net Metering Programs allow customers to sell excess power they generate back to the electrical grid to offset consumption.

## **SCHEDULE 4, PARTS A, B, and C: RETAIL SALES**

Schedule 4, Total Revenue, when summed for all states on parts A, B, and C must equal the total retail revenue reported on Schedule 3, line 1.

Schedule 4, Total Megawatthours, when summed for all states on parts A and B only, must equal the total megawatthours reported on Schedule 2, part B, line 11.

## **SCHEDULE 5: DEMAND SIDE MANAGEMENT**

- Small utilities, under 150,000 MWh in Schedule 2, part B lines 11 and 12 combined, only need to complete Incremental Effects data and Total Cost data.

## **ERROR LOG**

Please run the error log after completing the form. Record a comment when using the Override function.