



**FORM EIA-826**  
**MONTHLY ELECTRIC SALES AND**  
**REVENUE WITH STATE DISTRIBUTIONS**  
**REPORT INSTRUCTIONS**

<b>PURPOSE</b>	Form EIA-826 collects information from electric utilities, energy service providers, and distribution companies that sell or deliver electric power to end users. Data collected on this form includes sales and revenue for all end-use sectors (residential, commercial, industrial, and transportation). The data from this form appear in the following Energy Information Administration (EIA) publications: <i>Electric Power Monthly</i> , <i>Monthly Energy Review</i> , and <i>Annual Energy Review</i> . The data collected on this form are used to monitor the current status and trends of the electric power industry and to evaluate the future of the industry.
<b>REQUIRED RESPONDENTS</b>	Form EIA-826 is a mandatory report for <b>most</b> investor owned electric utilities, <b>all</b> energy service providers, and other selected electric utilities and distribution companies that sell or distribute electric power to end users on a monthly basis. Form EIA-826 is a statistical sample of respondents chosen from the respondent frame of Form EIA-861, "Annual Electric Power Industry Report."
<b>RESPONSE DUE DATE</b>	Monthly data are due to the Energy Information Administration (EIA) by the last day of the month following the reporting period. For example, if reporting for July, survey is due on August 31.
<b>METHODS OF FILING RESPONSE</b>	<p>Submit your data electronically using EIA's secure e-filing system. This system uses security protocols to protect information against unauthorized access during transmission.</p> <ul style="list-style-type: none"><li>• If you have not registered with EIA's Single Sign-On system, send an email message requesting assistance to: <a href="mailto:EIA-826@eia.gov">EIA-826@eia.gov</a>.</li><li>• If you have registered with Single Sign-On, log on at: <a href="https://signon.eia.gov/ssoserver/login">https://signon.eia.gov/ssoserver/login</a>.</li><li>• If you are having a technical problem with logging into the e-filing system or using the e-filing system, please contact: <a href="mailto:EIA-826@eia.gov">EIA-826@eia.gov</a>.</li></ul> <p>Retain a completed copy of this form for your files.</p>
<b>CONTACTS</b>	<p><b>Internet System Questions:</b> For questions related to the e-filing system, see the help contact information immediately above.</p> <p><b>Data Questions:</b> For questions about the data requested on Form EIA-826, contact the Survey Manager:</p> <p>Peter Wong Telephone Number: 202-586-7574 Fax Number: 202-287-1938 Email: <a href="mailto:EIA-826@eia.gov">EIA-826@eia.gov</a></p>



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**GENERAL  
INSTRUCTIONS**

Monthly data are due to the Energy Information Administration (EIA) by the last day of the month following the reporting period.

1. Enter zero for States without revenue, megawatt hours, or number of customers to report for a particular sector. **Do not leave these data fields blank.**
2. Submit revisions to data previously reported as soon as possible after the error or omission is discovered. Do not wait until the next reporting month's form is due to send resubmission(s). A new submission must be completed for each revised page.
3. If you are unable to make a revision through the E-filing system because the monthly data file has been locked, please email your revisions to [EIA-826@eia.gov](mailto:EIA-826@eia.gov).
4. Respondents should coordinate the information submitted on Form EIA-861, "Annual Electric Power Report," and Form EIA-826 to ensure consistency.
5. Count each meter as a separate customer in cases where commercial franchise or residential customer-buying groups have been aggregated under one buyer representative. The customer counts for public-street and highway lighting should be one customer per community.
6. If not pre-populated, enter the two-letter U.S. Postal Service abbreviation for the state in which the electric sales occur. If an additional state needs to be added, click the last state box and press the arrow down button on the keyboard. This will populate a new blank state field

**ITEM-BY-ITEM  
INSTRUCTIONS**

**SCHEDULE 2. IDENTIFICATION**

1. **Survey Contact:** Verify contact name, title, telephone number, fax number, and email address.
2. **Supervisor of Contact Person for Survey:** Verify the supervisor of the survey contact, the name, title, telephone number, fax number and email address.
3. **Report For:** Verify all information, including Company Name, Company Identification Number, and reporting month and year for which data are being reported. These fields cannot be revised online. Contact EIA if corrections are needed.

If any of the above information is incorrect or missing, revise the entry and provide the correct information to: [EIA-826@eia.gov](mailto:EIA-826@eia.gov).

**SCHEDULE 2. SALES TO ULTIMATE CUSTOMERS**

**SCHEDULE 2. PARTS A-D**

1. For column a, **Residential**, enter the revenue, megawatthours, and number of customers for residential (household) purposes. For the residential class, do not duplicate the customer accounts due to multiple metering for special services (e.g., water heating, etc.).
2. For column b, **Commercial**, enter the revenue, megawatthours, and number of customers for commercial purposes. Public street and highway lighting data should be included in the commercial sector.
3. For column c, **Industrial**, enter the revenue, megawatthours, and number of



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customers for industrial purposes. Irrigation data should be included in the industrial sector.

4. For column d, **Transportation**, enter the revenue, megawatt hours, and number of customers for electric energy supplied for transportation purposes.
5. For column e, **Total**, enter, for each State, the sum of the revenue, megawatthours, and number of customers entered for residential, commercial, industrial, and transportation sales.
6. For columns a through e, show Revenue and megawatthours sold to the nearest 0.001 value.
7. Attach additional sheet(s), if required.
8. Refer to the Glossary for the definition of selected terms.

The table below should be used as a guide for the classification of your end-use customers; pay close attention to how your consumers should be organized based on our four Sectors: Residential, Commercial, Industrial, and Transportation. Please note that data for the Transportation Sector (see definitions) has replaced the "Other" Sector on all parts of Schedule 4. Non-Transportation customers previously reported under "Other," including street and highway lighting, should now be included in the Commercial Sector. Irrigation customers should be reported in the Industrial Sector.

The **residential sector** includes private households and apartment buildings where energy is consumed primarily for:

- space heating,
- water heating,
- air conditioning,
- lighting,
- refrigeration,
- cooking, and clothes drying.

The **commercial sector** includes non-manufacturing business establishments such as:

- hotels,
- motels,
- restaurants,
- wholesale businesses,
- retail stores, and
- health, social, and educational institutions,
- public street and highway lighting, municipalities,
- divisions of agencies of states and Federal governments under special contracts or agreements, and other utility departments, such as defined by the pertinent regulatory agency and/or electric utility.

The **industrial sector** includes:

- manufacturing,
- construction,
- mining,
- agriculture (irrigation),
- fishing, and
- forestry establishments.

The **transportation sector** includes:

- railroads and railways (the fuel source of propulsion must be electrical like a metro system which exists in large cities) please count number of systems not meters.



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**SCHEDULE 2. PART A. SALES TO ULTIMATE CUSTOMERS –  
FULL SERVICE – ENERGY AND DELIVERY SERVICE (BUNDLED)**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold and delivered (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by state and customer class category for whom your utility provided both energy and delivery service. For public street and highway lighting, count all poles in a community as one customer. Note: For sales to customer groups using brokers or aggregators, continue to count each customer separately. For instance, count a group of franchised commercial establishments aggregated through a single broker as separate customers (as reported in prior years). Entities completing this Schedule are also required to complete Schedule 3 Part C.

**SCHEDULE 2. PART B. SALES TO ULTIMATE CUSTOMERS –  
ENERGY-ONLY SERVICE (WITHOUT DELIVERY SERVICE)**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by state and customer class category for which your company provided only the electricity consumed, where another electric company provided delivery services, including, for example, billing, administrative support, and line maintenance. **Via the drop down list, submit a complete list of the names of distribution companies within each state providing delivery service for electricity delivered to an end use customer.** Do not use acronyms. This list will rollover each month, but must be revised with newly active and/or inactive companies for the month being reported. If the name of a distribution company is not available via the drop down list, please email the entity's name to: [EIA-826@eia.gov](mailto:EIA-826@eia.gov). This list of companies will aid EIA in matching up sales and delivery service in each state.

**SCHEDULE 2. PART C. SALES TO ULTIMATE CUSTOMERS-  
DELIVERY-ONLY SERVICE (AND ALL OTHER CHARGES)**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours delivered (to the nearest .001 MWh), and number of customers for sales of electricity to ultimate customers in your service territory by State and customer class category for which your company provided energy delivery services, where another electric entity or Power Marketer supplied the electricity. Do not provide delivery service provided on behalf of another delivery company or utility which would be defined as a sale for resale. **Via the drop down list, submit a complete list of the names of companies (primarily Power Marketers) within each state supplying energy to an end use customer.** Do not use acronyms. This list will rollover each month, but must be revised with newly active and/or inactive companies for the month being reported. If the name of an energy supplier is not available via the drop down list, please email the entity's name to: [EIA-826@eia.gov](mailto:EIA-826@eia.gov). This list of companies will aid EIA in matching up sales and delivery service in each state. Entities completing this Schedule are also required to complete Schedule 3 Part C.



**SCHEDULE 2. PART D. SALES TO ULTIMATE CUSTOMERS –  
BUNDLED SERVICE BY RETAIL ENERGY SERVICE PROVIDERS OR ANY POWER  
MARKETER THAT PROVIDES “BUNDLED SERVICE.”**

Enter the reporting month revenue (thousand dollars to the nearest .001), megawatthours sold and delivered (to the nearest .001 MWh), and the number of customers for sales of electricity to ultimate customers by State and customer class category for whom your company provided both energy and delivery service. For public street and highway lighting, count all poles in a community as one customer.

Note: For sales to customer groups using brokers or aggregators, continue to count each customer separately. For instance, count a group of franchised commercial establishments aggregated through a single broker as separate customers (as reported in prior years). (Note: Texas Retail Energy Providers (REPs) should include delivery revenues.)

**SCHEDULE 3**

**SCHEDULE 3. PART B. NET METERING**

**Net Metering** tariff arrangements permit a facility, typically generating electricity from a renewable resource, (using a meter that reads inflows and outflows of electricity) to sell excess power it generates over its load requirement back to the electrical grid, typically at a rate equivalent to the price of electricity.

Report all installed net metering capacity by State, customer class and technology. Capacity should be reported in MW as AC load capable, to the nearest 0.001. Example: 8 kW should be 0.008 MW. Capacities should not exceed limits set by each state regulations. Report the cumulative total number of customers enrolled for all net metering applications.

If the data are available, enter the amount of energy sold back to the utility (**MWh**) through the net metering application. Report the number of net metering customers by customer class. If you are unable to utilize the e-file system which creates the totals automatically; provide the **Totals** for the net metering megawatthours, installed net metering capacity and customers by State, customer class and technology. Complete all lines for Schedule 3 Part B.

**SCHEDULE 3. PART C. ADVANCED METERING**

**This Schedule should only include customers from Schedule 2 Part A or Part C.**

**Standard (Electric) Meters** are electromechanical or solid state meters measuring aggregated kWh where data are manually retrieved over monthly billing cycles for billing purposes only. Standard meters may also include functions to measure time-of-use and/or demand with data manually retrieved over monthly billing cycles.

**Automated Meter Reading (AMR):** Meters that collect data for billing purposes only and transmit this data **one way**, usually from the customer to the distribution utility. Aggregated monthly kWh data captured on these meters may be retrieved by a variety of methods including drive-by vans with short-distance remote reading capabilities and communication over a fixed network such as a cellular network.



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OMB No. 1905-0129  
Approval Expires: 05/31/2017  
Burden: 1.37 hours

**Advanced Metering Infrastructure (AMI):** Meters that measure and record usage data at a minimum, in hourly intervals, and provide usage data to energy companies at least once daily and may also provide usage data to consumers. Data are used for billing and other purposes. Advanced meters include basic hourly interval meters and extend to real-time meters with built-in **two-way** communication capable of recording and transmitting instantaneous data and may be sent to customers once daily.

**Enter the state and report the total number of AMR, AMI, and non AMR/AMI meters by sector.**

**Energy Served through AMI (MWh)** should be entered in megawatt hours for customers served and should not be greater than the combined total sales reported on Schedule 2 Part A and Part C.

**SCHEDULE 4. MERGERS AND ACQUISITIONS**

If a merger or acquisition has occurred during the reporting period, report those newly-acquired entities whose operations are now included in this report.

**GLOSSARY**

The glossary for this form is available online at:  
<http://www.eia.gov/glossary/index.html>

**SANCTIONS**

The timely submission of Form EIA-826 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a penalty of not more than \$2,750 per day for each civil violation, or a fine of not more than \$5,000 per day for each criminal violation. The government may bring a civil action to prohibit reporting violations, which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements. **Title 18 U.S.C. 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.**

**REPORTING BURDEN**

Public reporting burden for this collection of information is estimated to average 1.37 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Energy Information Administration, Office of Survey Development and Statistical Integration, EI-21 Forrestal Building, 1000 Independence Avenue SW, Washington, D.C. 20585-0670; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503. A person is not required to respond to the collection of information unless the form displays a valid OMB number.



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**DISCLOSURE OF  
INFORMATION**

The following information reported on this survey will be protected and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the Department of Energy (DOE) regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905:

- All information associated with the “Survey Contact” and the “Supervisor of Contact Person for Survey” on SCHEDULE 1 or SCHEDULE 4.
- The information reported on SCHEDULE 2, PARTS B and D, and SCHEDULE 3 for power marketers. This information will be protected and not publicly released in identifiable form for nine (9) months after the end of the reporting year. After nine (9) months from the end of the reporting year this information will be considered non-sensitive and may be publicly released in identifiable form.

All other information reported on Form EIA-826 is considered public information and may be publicly released in company identifiable form.

The Federal Energy Administration Act requires EIA to provide company-specific data to other Federal agencies when requested for official use. The information reported on this form may also be made available, upon request, to another component of the Department of Energy (DOE) to any Committee of Congress, the Government Accountability Office, or other Federal agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order. The information may be used for any nonstatistical purposes such as administrative, regulatory, law enforcement, or adjudicatory purposes.

Disclosure limitation procedures are not applied to the aggregate statistical data published from this survey. There may be some statistics that are based on data from fewer than three respondents, or that are dominated by data from one or two large respondents. In these cases, it may be possible for a knowledgeable person to closely estimate the information reported by a respondent.