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#10-03

January 28, 2010

**TO:** PTA Member Companies  
**SUBJECT:** Annual Reporting Requirements, Obligations and Reminders  
**FROM:** Steven J. Samara 

Attached is PTA's Member Bulletin on Annual Reporting Requirements. The bulletin is an excel document with a tab for each month. Please note the following when viewing the file:

- 1<sup>st</sup> Tab (Cover): Lists the requirement with tab location
- 2<sup>nd</sup> Tab: Lists requirements that have no specific due date
- State Requirements are listed first (blue) followed by Federal Requirements
- Instead of having many attachments, this file will have links to the appropriate website or form, insert, references, etc.
- Comments can be found throughout the document and will be seen by moving your mouse over the red triangle in the cell
- As of this date, there are a couple forms that are not available on the PUC site – they will be closer to the due date

We are hoping this format will help organize the reporting information. If you have any suggestions or would like something included in future revisions, please contact Sue Carter at [sue.carter@patel.org](mailto:sue.carter@patel.org) or 717-238-8311.

cc: PTA Management Accounting Committee  
PTA Service Committee