GENERAL INSTRUCTION SHEET

1. This report must be completed in proper form (typed or legibly printed), and must be **filed with the Comptroller of the Treasury on or before April 1, 2018**. **A copy should be retained in your files for future reference**.

2. **ROUND ALL DOLLAR FIGURES TO WHOLE DOLLARS**!

3. **NO SHEET OR SECTION SHOULD BE LEFT BLANK.** If a sheet or section does not apply to your company, indicate by placing the words "**inapplicable**" or "**none**."

INCOMPLETE REPORTS WILL BE RETURNED!

4. **FAILURE** to file a complete report will result in a **FORCED ASSESSMENT**. Tennessee Code Annotated, Section 67-5-1317 states:

   "The Owner of any such property refusing or failing to file such schedules and statements shall be deemed to have waived the mode and manner of ascertaining the value of such property, and of the distribution or allocation by the Comptroller of the Treasury of such valuation or assessment to the various counties and municipalities of the State of Tennessee for the purposes of county and municipal taxation, and shall not be permitted to be heard in opposition to the valuation fixed upon said property by the Comptroller of the Treasury, nor in opposition to the distribution or allocation of same by the Comptroller of the Treasury to the various counties and municipalities for the purposes aforesaid; and may, at the discretion of the Comptroller of the Treasury, in addition, be liable to a penalty of one hundred dollars ($100) for each and every day which such owner is delinquent in filing said statement or schedule." Failure to file a tax report could result in an audit under T.C.A. 67-5-1320.

5. It is necessary for you to furnish the Comptroller of the Treasury certain information pertaining to the company's organization, legal status, and operation. **Pages 1 & 1A** should be completed very carefully. If a particular statement or question does not apply to your company, place the words "**inapplicable**" or "**none**" in the appropriate blank(s). **Do not leave any of the statements or questions on Pages 1 & 1A blank unless instructed to do so**.

6. The **Balance Sheet** on **Pages 2 & 3**, and the **Income Statement** on **Page 5** should be completed in a manner that fairly reflects the financial position of your company. All financial statements should be in conformity with generally accepted accounting principles. An entry on lines 8, 11, or 12 of the asset side of the Balance Sheet requires a detailed breakdown. **Use the financial pages included in this report.** **NO SUBSTITUTIONS ACCEPTED**! Also, please, include all capital leases and off balance sheet equipment owned, leased or used by the company.
   (Pages 2 & 3)

7. **Page 6** requires a listing of equipment leased and/or used by your company. Leased equipment refers to personal property obtained through an operating lease. Used property refers to personal property not under a lease agreement and not owned by you but in your possession.

8. **Page 7** requires that you give the **Gross Investment & Cash Value** of all Tennessee property, plant, and equipment. You are further required on **Page 7** to break down all Tennessee property, plant, and equipment as to its physical location within the corporate limits or outside corporate limits.

GENERAL INSTRUCTION SHEET
(continued)

9. **Page 8** requires a breakdown of **Gross Investment & Cash Value** of Tennessee property, plant, and equipment as to county, city, and special school district. Complete a separate sheet for each county, city, and special school district where property is located. The **county sheet** also includes property located in the cities and special school districts within that particular county. The **city sheet** should also include properties of special school districts located within that particular city. The **special school district sheet** should include only that property located within that particular school district.

10. **Page 9** requires a listing of all purchases and sales of Tennessee **real property** occurring during the year 2017.

11. **Page 10** requires a listing of all properties receiving tax incentives such as Pilot Agreements (PILOT) or property leased from an Industrial Development Board (IDB). Report each separate agreement subject to these incentives by populating each column with the pertinent data.

12. **Page 11** requires a listing of all real property under construction. This listing will include all real property currently under construction or construction expected to be completed by September 1 of this year. Be sure to include the county and city where located, map reference and property owner, description of improvement, and the construction cost. Also, please indicate if the company intends to initiate any construction or expansion in the future.

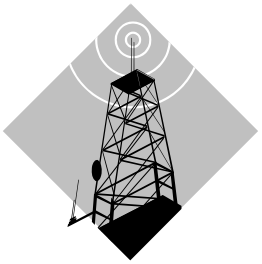
13. **IT IS IMPERATIVE THAT THE REPORT BE SIGNED. IF NOT, THE REPORT WILL BE RETURNED**.

14. **Any additional information, schedules, etc., provided by your company must be submitted on LETTER SIZE PAPER (8.5" x 11")**.

15. Please provide the Office of State Assessed Properties with all documents in which an opinion of value has been determined by an appraiser hired by your company, any employee of your company, a public utilities commission or its equivalent, or any other party whose service was contracted by your company for the **past three years**. The documents should be summary in nature and **do not include** state or local appraisals.

16. In an effort to assure property accountability compliance, please provide the Office of State Assessed Properties with documentation supporting entries on the Ad Valorem Tax Report for the following: **gross investment in Tennessee, and net investment in Tennessee**. In other words, show how the numbers are derived. For companies located one hundred percent (100%) in Tennessee, a reference to the Balance Sheet is sufficient.

STATE OF TENNESSEE
2018
AD VALOREM TAX REPORT



COMPANY NAME _____

STREET _____ CITY _____ STATE _____ ZIP CODE _____
(PRINCIPLE OFFICE INFORMATION)

STREET _____ CITY _____ STATE _____ ZIP CODE _____
(PRINCIPLE OFFICE INFORMATION IN TENNESSEE)

PHONE NUMBER ( ) _____ FAX NUMBER ( ) _____

COMPANY WEB SITE _____

Visit our website at:
www.comptroller.tn.gov/sap

MAIL REPORT TO:

COMPTROLLER OF THE TREASURY
OFFICE OF STATE ASSESSED PROPERTIES
Cordell Hull Building
425 Fifth Avenue North
Nashville, TN 37243-3400
(615) 741-0140 FAX (615) 741-0142

****This report must be filed with this office by April 1, 2018****

1. Company Name _____

2. Principal Office Location _____
Number & Street

_____ City _____ State _____ Zip

3. Is Company _____ **INDIVIDUAL?** _____ **PARTNERSHIP?** _____ **CORPORATION?**
_____ **COOPERATIVE?** _____ **OTHER?**

4. If a **CORPORATION** or **OTHER** similar enterprise, supply the following information:

Under laws of what state organized _____ Date organized _____
Add charter of incorporation or similar enterprise. _____ Date dissolved _____

Under laws of what state organized _____ Date organized _____

5. Name & address of **PRESIDENT, OWNER, OR PARTNER** _____
Name

_____ Position/Title _____ Number & Street _____ City _____ State _____ Zip

6. Name & address of **GENERAL MANAGER** _____
Name

_____ Number & Street _____ City _____ State _____ Zip

7. **GROSS** Investment in SYSTEM plant and property December 31, 2017 $ _____

8. **NET** Investment in SYSTEM plant and property December 31, 2017 $ _____

9. SYSTEM GROSS Revenue (Income) for year ended December 31, 2017 $ _____

10. SYSTEM NET OPERATING Revenue (Income) for year ended December 31, 2017 $ _____

11. Amount of LOANS FROM FEDERAL AGENCIES, if any $ _____

12. Indicate stock & debt of company:

	Amount Authorized	No. of Shares or Amount Issued	Book or Par Value	Market or Cash Value
Preferred Stock				
Common Stock				
Bonds				
Other Long-Term Debts				

13. State surplus at beginning of 2017 $ _____ End of 2017 $ _____

14. State amount of dividends paid for the year 2017: Preferred $ _____ Common $ _____

15. State exact dollar amount of FEDERAL INCOME TAX ACTUALLY PAID OR OWED FOR 2017 as reported on your Federal Income Tax Return $ _____

16. State ACTUAL CASH or MARKET VALUE of all Tennessee plant and property as of January 1, 2018 $ _____

17. State NET additions (additions less retirements) to Tennessee plant and property for:
2016 $ _____ 2017 $ _____

18. Total number of subscribers in Tennessee _____

19. Does your company operate solely (100%) in Tennessee? _____ YES _____ NO

If you checked "YES" it will not be necessary to complete questions 20-27.
If you checked "NO" **you must** complete questions 20-27.

20. GROSS Investment in Tennessee plant and property December 31, 2017 $ _____

21. NET Investment in Tennessee plant and property December 31, 2017 $ _____

22. TENNESSEE GROSS Revenue (Income) for year ended December 31, 2017 $ _____

23. TENNESSEE NET OPERATING Revenue (Income) for year ended December 31, 2017 $ _____

24. Percent of TENNESSEE GROSS Investment as compared to SYSTEM GROSS Investment in plant and property December 31, 2017 _____ %

25. Percent of TENNESSEE NET Investment as compared to SYSTEM NET Investment in plant and property December 31, 2017 _____ %

26. Percent of TENNESSEE GROSS Revenue (Income) as compared to SYSTEM GROSS Revenue (Income) for year ended December 31, 2017 _____ %

27. Percent of TENNESSEE NET OPERATING Revenue (Income) as compared to SYSTEM NET OPERATING Revenue (Income) for year ended December 31, 2017 _____ %

28. Does your company or its parent holding company file the following? **Check all that apply:**

_____ a. SEC Form 10-K

_____ b. Annual report to stockholders

File one copy of each of the items checked in item 28 with the Comptroller of the Treasury, Office of State Assessed Properties.

29. What was the date of your last rate case? _____ Was the case heard by a state PSC or a federal entity? _____ What was the return on equity granted? _____ %

30. Special questions regarding this report should be directed to:

NAME: _____

TITLE: _____

ADDRESS: _____
Number & Street

_____ City _____ State _____ Zip

PHONE NUMBER: ( ) _____

FAX NUMBER: ( ) _____

E-MAIL ADDRESS _____

BALANCE SHEET
ASSETS

Item		AS OF DECEMBER 31 2017	2016
	Fixed Assets		
1.	Utility Plant in Service	$	$
2.	Plant Under Construction		
3.	Property Held for Future Use		
4.	Plant Acquisition Adjustment		
5.	Total Fixed Assets		
6.	**LESS** Depreciation & Amortization Reserve		
7.	**Net Fixed Assets**	$	$
	Other Property & Investments		
*8.	Non-Utility Property	$	$
9.	**LESS** Accumulated Depreciation		
10.	Net Non-Utility Property		
*11.	**INVESTMENT IN AFFILIATED COMPANIES**		
*12.	**OTHER INVESTMENTS**		
13.	Miscellaneous Physical Property		
14.	Sinking Funds		
15.	Other Fund Accounts		
16.	**Total Other Property & Investments**	$	$
	Current Assets		
17.	Cash	$	$
18.	Special Cash Deposits		
19.	Working Funds		
20.	Temporary Cash Investments		
21.	Notes Receivable due from Related Parties		
22.	Other Notes Receivable		
23.	Due from Customers & Agent – Net		
24.	Accounts Receivable from Affiliated Companies Net		
25.	Other Accounts Receivable – Net		
26.	Interest & Dividends Receivable		
27.	Pre-Payments		
28.	**MATERIALS & SUPPLIES**		
29.	Liquefied Natural Gas Stored		
30.	Subscriptions to Security Issues		
31.	Other Current Assets		
32.	**Total Current Assets**	$	$
	Deferred Charges		
33.	Discount on Long-Term Debt	$	$
34.	Extraordinary Maintenance & Retirements		
35.	Clearing Accounts		
36.	Other Deferred Charges		
37.	**Total Deferred Charges**	$	$
38.	**TOTAL ASSETS**	$	$

***GIVE A DETAILED BREAKDOWN AND DESCRIPTION OF THIS TYPE OF PROPERTY INVESTMENT.**

BALANCE SHEET
LIABILITIES & OTHER CREDITS

Item		AS OF DECEMBER 31 2017	2016
	Capital Stock & Retained Earnings		
1.	Common Capital Stock Outstanding	$	$
2.	Preferred Capital Stock Outstanding		
3.	Premiums on Capital Stock		
4.	Other Capital Liability Accounts		
5.	Proprietor's Capital		
6.	Other Capital		
7.	Retained Earnings Reserved		
8.	Unappropriated Retained Earnings		
9.	**LESS** Discount on Capital Stock		
10.	**LESS** Capital Stock Expense		
11.	**Total Capital Stock & Retained Earnings**	$	$
	Long-Term Debt		
12.	Funded Debt Outstanding	$	$
13.	Receivers Certificates		
14.	Advances from Affiliated Companies		
15.	Other Long-Term Debt(s)		
16.	**Total Long-Term Debt(s)**	$	$
	Current & Accrued Liabilities		
17.	Notes Payable to Affiliated Companies	$	$
18.	Other Notes Payable		
19.	Accounts Payable to Affiliated Companies		
20.	Other Accounts Payable		
21.	Customers Deposits		
22.	Matured Interest & Dividends		
23.	Matured Long-Term Debt(s)		
24.	Advance Billing & Payments		
25.	Taxes Accrued		
26.	Unmatured Interest, Dividends, & Rents Accrued		
27.	Refunds Due Customers		
28.	Other Current Liabilities		
29.	**Total Current & Accrued Liabilities**	$	$
	Deferred Credits & Reserves		
30.	Premium on Long-Term Debt	$	$
31.	Insurance Reserve		
32.	Provident Reserve		
33.	Amortization Reserve		
34.	Employment Stabilization Reserve		
35.	Other Deferred Credits & Reserves		
36.	Accumulated Deferred Income Taxes		
37.	**Total Deferred Credits & Reserves**	$	$
	Contributions in Aid of Construction		
38.	Contributions in Aid of Construction	$	$
39.	**TOTAL LIABILITIES & OTHER CREDITS**	$	$

SUPPLEMENT
TO BALANCE SHEET

		As of December 31	
		2017	**2016**
1.	Contributed Plant	$	$
2.	Accumulated Depreciation on Contributed Plant		
3.	Net Contributed Plant		
4.	Non- Contributed Plant		
5.	Accumulated Depreciation on Non- Contributed		
6.	Net Non- Contributed Plant		
7.	Total Utility Plant in Service		
8.	Total Accumulated Depreciation		
9.	*TOTAL NET PLANT	$	$

***THIS FIGURE SHOULD BE EQUAL TO THE FIGURE REPORTED ON THE PRECEDING PAGE REPRESENTING NET FIXED ASSET**

List below the items included in the Contributed Plant Account:

	AMOUNT
	$
TOTAL CONTRIBUTED PLANT	$

LONG-TERM DEBT

Mortgages, Bonds, Promissory Notes, & Miscellaneous Long-Term Debt

Date of Issue	Date of Maturity	Description: (Bonds, Notes, or Other Instrument)	Beginning of Year Balance	Principal Paid During Year	*End of Year Balance	Interest for Year		Leave This Column Blank
						Rate (%)	Amount	
			$	$	$		$	
		TOTALS	$	$	$ *	----------	$	

INCOME STATEMENT

Item		AS OF DECEMBER 31 2017	2016
	Operating Revenues		
1.	Unmetered Revenue	$	$
2.	Metered Revenue		
3.	Fire Hydrant Revenue & Service		
4.	Revenue from Sale of Taps		
5.	Sewerage Revenue		
6.	Other Revenue		
7.	**Total Operating Revenues**	$	$
	Operating Expense		
8.	Water Supply Expense	$	$
9.	Pumping Expense		
10.	Purification Expense		
11.	Distribution Expense		
12.	Customer Accounting & Collection Expense		
13.	Administrative & General Expense		
14.	State, County, & Municipal Taxes		
15.	Federal Income Taxes		
16.	Other Federal Taxes		
17.	Depreciation Expense		
18.	Amortization Expense		
19.	Other Operating Expense		
20.	**Total Operating Expense**	$	$
21.	**NET OPERATING INCOME**	$	$
	Other Income		
22.	Dividend Income	$	$
23.	Allowance for Funds Used During Construction (AFUDC)		
	LESS: Federal Income Taxes on AFUDC		
24.	Other Interest Income		
25.	Total Interest Income		
26.	Income from Non-Operating Property		
27.	Miscellaneous Income		
28.	**Total Other Income**	$	$
	Miscellaneous Deductions from Income		
29.	Miscellaneous Income Charges	$	$
30.	Federal Income Tax – Non-Operating		
31.	Other Non-Operating Taxes		
32.	Total Miscellaneous Deductions		
33.	Net Other Income		
34.	**Gross Income**	$	$
	Interest & Other Deductions		
35.	Interest on Funded Debt	$	$
36.	Other Interest Deductions		
37.	Amortization of Discount on Long-Term Debt		
38.	Release of Premium on Long-Term Debt-Credit		
39.	Other Fixed Charges		
40.	**TOTAL INTEREST & OTHER DEDUCTIONS**	$	$
41.	**Net Income Before Extraordinary Items**	$	$
	Extraordinary & Delayed Items		
42.	Extraordinary & Delayed Items	$	$
43.	**Net Income to Retained Earnings**	$	$

LEASED EQUIPMENT

This schedule should include all operating equipment located in Tennessee that is leased or used by your company.

Type of Equipment	No. Of Units	Total Annual Amount of Rent	Age Of Units	Annual Depreciation Rate	Lease Expiration Date	Owner	Tax Liability Lessor or Lessee	Original Cost	Accumulated Depreciation	Depreciated Cost	Location (County & City)
		$						$	$	$	

TENNESSEE PROPERTY
December 31, 2017

WATER DISTRIBUTION SYSTEM

	Gross Investment Within Corporate Limits	Gross Investment Outside Corporate Limits	Gross Investment Total
Meters	$	$	$
Mains by Size & Kind:			
Pumps – Booster			
Fire Hydrants			
Total Investment	$	$	$
Total Cash Value 1/1/2018	$	$	$

WATER SUPPLY & EQUIPMENT

Wells & Springs	$	$	$
Boilers & Motors			
Pumps & Other Pumping Equip.			
Reservoirs & Stand Pipes			
Purification & Filtration			
Miscellaneous			
Total Investment	$	$	$
Total Cash Value 1/1/2018	$	$	$

Total Gross Investment in furniture, fixtures, equipment, automobiles, materials & supplies, & other general equipment

	$	$	$
Total cash value of above	$	$	$

CONSTRUCTION WORK IN PROGRESS (CWIP) - Please attach a separate sheet identifying and describing the assets reported under this section

Gross Investment (CWIP)	$	$	$
Personal @ 15%	$	$	$
Real @ 100%	$	$	$

REAL ESTATE – TENNESSEE

Land:

Acres	Location	Year Acquired	Purchased From	Deed Book	Page No.	Gross Investment	Cash Value Jan. 1, 2018
						$	$
					Total Land	$	$

Structures:

Kind & Type	Location	Year Constructed/Acquired	Gross Investment	Cash Value Jan. 1, 2018
			$	$
		Total Structures	$	$
		Total Real Estate/Tennessee	$	$
		Total All Property/Tennessee	$	$

PROPERTY SHEET

Note: One sheet to be completed for each county, city, and special school district where property located.

Name of city or special school district _____ County _____

WATER DISTRIBUTION SYSTEM

	Gross Investment Within Corporate Limits	Gross Investment Outside Corporate Limits	Gross Investment
Meters	$	$	$
Mains by Size & Kind:			
Pumps – Booster			
Fire Hydrants			
Total Investment	$	$	$
Total Cash Value 1/1/2018	$	$	$

WATER SUPPLY & EQUIPMENT

Wells & Springs	$	$	$
Boilers & Motors			
Pumps & Other Pumping Equip.			
Reservoirs & Stand Pipes			
Purification & Filtration			
Miscellaneous			
Total Investment	$	$	$
Total Cash Value 1/1/2018	$	$	$

Total Gross Investment in furniture, fixtures, equipment, automobiles, materials & supplies, & other general equipment

	$	$	$
Total cash value of above	$	$	$

CONSTRUCTION WORK IN PROGRESS (CWIP)

Gross Investment (CWIP)	$	$	$
Personal @ 15%	$	$	$
Real @ 100%	$	$	$

REAL ESTATE – TENNESSEE

Land:

Acres	Location	Year Acquired	Purchased From	Deed Book	Page No.	Gross Investment	Cash Value Jan. 1, 2018
						$	$
					Total Land	$	$

Structures:

Kind & Type	Location	Year Constructed/Acquired	Gross Investment	Cash Value Jan. 1, 2018
			$	$
		Total Structures	$	$
		Total Real Estate	$	$
		Total All Property-City, County, SSD	$	$

PURCHASES AND SALES OF TENNESSEE PROPERTY

List all purchases and sales of **Tennessee real property** (including Telecommunications Towers) that occurred during the year 2017. Give all applicable information for each transaction separately. (You may copy pages as needed) **Please attach a copy of the warranty deed or sales contract.**

PURCHASES

Date of Purchase: _____

County/City: _____

Assessor's Tax Map & Parcel Number: _____

Purchase Price: _____

Physical Address: _____
Number & Street

_____ _____ _____
City State Zip

Description of Property: _____

Grantor (seller): _____

Type of Improvement: _____

SALES

Date of Sale: _____

County/City: _____

Assessor's Tax Map & Parcel Number: _____

Sale Price: _____

Physical Address: _____
Number & Street

_____ _____ _____
City State Zip

Description of Property: _____

Grantee (buyer): _____

Type of Improvement: _____

INDUSTRIAL DEVELOPMEMT BOARD

Please report on this form any Industrial Development Board (IDB) or similar tax abatements information for personal and real property leased by your company. Please include scanned or paper copies of any similar agreements with city or counties for the referenced properties.

Owner Name	Lessee Name	Property Address	County Name	City Name	Estimated Value	Lease Date	Lease Terms

REAL PROPERTY UNDER CONSTRUCTION

Tennessee Code Annotated 67-5-503 provides that, "If after January 1 and before September 1 of any year, an improvement or new building is completed and ready for use or occupancy…the assessor of property shall make or correct the assessment of such property, on the basis of the value of the improvement at the time of its completion…"

List all real properties under construction or properties that **will be** completed by September 1, 2018.

County and City	Property Owner and Map Reference	Description of Improvement	Construction Cost
			$

OUT OF BUSINESS

IF COMPANY HAS GONE OUT OF BUSINESS
THIS FORM MUST BE PROPERLY FILLED OUT, SIGNED, NOTARIZED AND RETURNED TO:
COMPTROLLER OF THE TREASURY
OFFICE OF STATE ASSESSED PROPERTIES
CORDELL HULL BUILDING
425 FIFTH AVENUE NORTH
NASHVILLE, TN 37243-3400

I, _____, on this _____ day of _____, 20___declare that, to the best of my knowledge and belief, the information herein is true, correct, and complete.

- **Company Name** _____
- **Date operation ceased business** _____
- **Date of insurance cancellation** _____
  (Attach copy of insurance cancellation)
- **Date of cancellation (US DOT Number)** _____
- **Date of cancellation (FMCSA)** _____
  (You can log onto their website using their Pin# and cancel online or call (615)781-5781)
- **Date of cancellation (MC Number)** _____
  (If FMSCA is not notified by the insurance company when the insurance is terminated, the company will still appear as active in SAFER. Please ensure Motor Carrier Authority cancellation, *or your company **will still** be assessed by the Office of State Assessed Properties)*
- **How and when were assets disposed** _____
  (If sold, name and address of buyer) _____
  _____
  _____

NOTARY ACKNOWLEDGEMENT

STATE OF _____
COUNTY OF _____

_____
COMPANY OFFICIAL SIGNATURE

_____
DATE

Sworn to and subscribed before me on this _____day of _____, 20____

_____
NOTARY

NOTARY SEAL

_____
COMMISSION EXPIRES

DATE: _____

I, _____, being the OWNER, PRESIDENT, SECRETARY, AND/OR PARTNER OF _____, do hereby swear and affirm that the foregoing Ad Valorem Tax Report for the year two thousand eighteen has been prepared from only the original books, papers, and records of said respondent under my direction in accordance with Tennessee Code Annotated, §67-5-1316, and is true and correct to the best of my knowledge and belief.

_____
NAME

_____
OFFICIAL CAPACITY