
TELECOMMUNICATIONS ANNUAL REPORT OF OPERATIONS Fact Sheet for Reporting Year 2024

FOR REPORTING YEAR 2024:

A. THE PUD FEE ASSESSMENT DATA REQUEST RESPONSE IS NOT INCLUDED IN THE TELECOM ANNUAL REPORT

Submission of the Oklahoma Telecommunications Annual Report (“Annual Report”) *does not* satisfy the requirement to respond to the PUD Fee Assessment Data Request. The PUD Fee Assessment Data Request will be collected separately.

Please do not submit the PUD Fee Assessment Data Request to the 2024 Annual Report Box folder. Any PUD Fee Assessment data submitted to the Annual Report folder will be deleted for security reasons.

Please visit our website at <https://oklahoma.gov/occ/divisions/public-utility/pudfeeassessment.html> or contact Kiran Patel (kiran.patel@occ.ok.gov) if you have any questions regarding the PUD Fee Assessment Data Request.

B. HOW TO SUBMIT THE ANNUAL REPORT

Please ensure Annual Report submissions follow the below guidelines. Failure to do so may result in rejection of your company’s Annual Report submission:

1. Do submit the Annual Report in Excel format using the template for Reporting Year 2024 (January – December 2024, due April 1, 2025).
 - a. Annual Report submissions in any other format other than the current Excel format (i.e., PDF, images, Word, Annual Report templates from previous years, etc.) will not be accepted.
2. Do not password protect the Annual Report Excel document.
3. Do include the full company name as registered with the Oklahoma Corporation Commission (“OCC”) as part of the Annual Report filename.
4. If your company earned \$0.00 in revenue for any applicable category, please enter 0 in the appropriate cell. Do not leave any boxes completely blank (unless your company does not hold authority under a certain chapter(s) to provision services – see 5.b below)
5. Do complete the certification and signature section (at the top of each tab) for each tab that the Company is required to complete.
 - a. For example, if your company holds CCN authority under OAC 165:56 but did not earn any revenue from the provision of services under authority granted from OAC 165:56, you would enter \$0.00 in each box and enter the name, title, date, and email address of the person responsible for reporting this information.

- b. However, if your company does not hold authority pursuant to OAC 165:58, you should leave that tab completely blank.
6. Wireless ETCs are required to complete Parts I (Company Info), II (Transactions), III (Zero Revenue), and/or IX (ETC-Lifeline) to satisfy the reporting requirement at OAC 165:55-23-3(i).
7. Data-Only CCN holders are required to complete Parts I and II, as applicable.
8. No later than April 1, 2025, attach the completed Annual Report Excel file to an email and send it to:

2024_An.xreo48ltxf2tk9je@u.box.com

If your submission is successful, you will receive an automated email from Box.com. The body of your email will be discarded.

THE ANNUAL REPORT IS AVAILABLE FOR DOWNLOAD FROM THE OCC WEBSITE IN EXCEL FORMAT AT:

<https://oklahoma.gov/occ/divisions/public-utility/telephone/pudtelecomannualreport.html>