

# ANNUAL REPORT OF

(Name of Respondent)

(Address of Respondent)

TO THE

## BOARD OF PUBLIC WORKS OF THE

## STATE OF WEST VIRGINIA

FOR THE YEAR ENDING DECEMBER 31, 2025

Name, title, address and telephone & fax number (including area code) of the person to be contacted concerning this report:

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Title \_\_\_\_\_

Fax \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Return to:  
West Virginia State Tax Department  
Property Tax Division  
Special Properties Section  
PO Box 1463  
Charleston WV 25325

(304) 558-3940  
(304) 558-1150 Fax

■ Return by: **May 1, 2026**

**RESPONDENT PLEASE CHECK APPROPRIATE LINE:**

**Is Your Company**

- (a) For Profit Company \_\_\_\_\_
- (b) Non-Profit Company \_\_\_\_\_
- (c) Part of Public Service District \_\_\_\_\_

**Are You Filing Under Same Name as Last Year** Yes \_\_\_\_\_ No \_\_\_\_\_

**Are You Filing Under Same Address as Last Year** Yes \_\_\_\_\_ No \_\_\_\_\_

**If Applicable Please State Former Name and / or Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **IMPORTANT NEW REQUIREMENT FOR FILING**

**Along with the annual report this year are two new inserts that MUST be completed. Failure to complete Insert A and Insert B will result in your annual report being considered incomplete.**

**A brief description of each insert follows.**

**Insert A – Report in whole dollar values the current value of Plant in Service, Material and Supplies, Depreciation, Obsolescence, and Net Value of Plant in Service for current year and four preceding years, Operating Revenue, Operating Expense, Net Operating Income for current year and four preceding years. If applicable, also provide current value of Construction Work in Progress, Pollution Control Equipment, and any other additional value not addressed in the categories above.**

**Insert B – Describe where the values for Plant in Service, Material and Supplies, Depreciation, Obsolescence, and Net Value of Plant in Service, Operating Revenue, Operating Expense, and Net Operating Income that were reported on Insert A can be located on your annual report or other documentation provided with your annual report. If applicable, also describe where the values for Construction Work in Progress, Pollution Control Equipment, and any other additional value or expense can be located on your annual report or other documentation provided with your annual report.**

**Example:** Net Operating Income of \$100,000 reported on Insert A. Net Operating Income on Insert B may be described as “NOI from Page 19 of Income PDF” or “NOI from page 19 of Income Statement”. Both would be acceptable as a location for data verification of a digital or paper attachment to the annual report.

STATE TAX DEPARTMENT	Insert A		
PROPERTY TAX DIVISION			
PUBLIC UTILITIES UNIT	BASED ON OPERATIONS OF		
FINANCIAL SUMMARY FOR TAX YEAR	2027	CALENDAR YEAR	2025
COMPANY NAME: PUBLIC UTILITY INDUSTRY:			

**Values reported in whole dollars**

**PLANT IN SERVICE  
MATERIALS & SUPPLIES**

## SYSTEM

WV

LESS:  
DEPRECIATION

1000

WV

LESS:  
DEPRECIATION

1000

111

LESS:  
OBsolescence

1000

1000

**NET VALUE OF PLANT IN SERVICE**

1000

1000

NET VALUE OF PLANT IN SERVICE  
NET VALUE OF PLANT IN SERVICE

2025  
2024  
2023  
2022  
2021

**OPERATING REVENUE  
OPERATING EXPENSE  
NET OPERATING INCOME**

2025

NET OPERATING INCOME  
NET OPERATING INCOME  
NET OPERATING INCOME  
NET OPERATING INCOME  
NET OPERATING INCOME

2025  
2024  
2023  
2022  
2021

**Additional value or expense summary:**



### BALANCE SHEET

Show hereunder an exact statement of the asset and liability accounts (balance sheet accounts) as on the books of the respondent on \_\_\_\_\_ of the year for which this report is being made.

#### ASSETS AND OTHER DEBITS

Line No.	Acct. No.		Beginning of Year Balance (a)	End of Year Balance (b)
1	100.1	Utility Plant in Service, Leased to Others and Held for Future Use		
2	100.3	Construction Work In Progress		
3	100.5	Utility Plant Acquisition Adjustments		
4	100.6	Utility Plant in Process of Reclassification		
5	107.0	Utility Plant Adjustments		
6	110.0	Other Physical Property		
7	113.0	Sinking Funds		
8	114.0	Miscellaneous Special Funds		
9	115.0	Depreciation Funds		
10	120.0	Cash		
11	122.0	Working Funds		
12	125.1	Accounts Receivable - Customers		
13	125.2	Other Accounts Receivable		
14	125.3	Accounts Receivable from Municipalities		
15	131.0	Materials and Supplies		
16	132.0	Prepayments		
17	140.0	Unamortized Debt Discount and Expense		
18	142.0	Preliminary Survey and Investigation Charges		
19	143.0	Clearing Accounts		
20	144.0	Retirement Work in Progress		
21	146.0	Other Deferred Debits		
22		Total Assets and Other Debits		

#### LIABILITIES AND OTHER CREDITS

23	200.0	Common Capital Stock		
24	201.0	Preferred Capital Stock		
25	205.0	Sole Proprietorship Capital		
26	207.0	Partnership Capital		
27	210.0	Bonds		
28	220.0	Notes Payable		
29	222.0	Accounts (Vouchers) Payable		
30	227.0	Customer's Deposits		
31	228.0	Taxes Accrued		
32	229.0	Interest Accrued		
33	230.0	Other Current and Accrued Liabilities		
34	241.0	Customers' Advances for Construction		
35	242.0	Other Deferred Credits		
36	250.0	Reserve for Depreciation of Utility Plant		
37	262.0	Reserve for Depreciation of Utility Plant Acquisition Adjustments		
38	254.0	Reserve for Uncollectible Accounts		
39	258.0	Other Reserves		
40	265.0	Contributions in Aid of Construction		
41	266.0	Municipal Equity		
42	270.0	Capital Surplus		
43	271.0	Earned Surplus		
44		Total Liabilities and Other Credits		

**SEWER INCOME STATEMENT**

Line No.		Amount (a)	Volume of Water on Which Billings Are Based (b)	Average Number of Customers (c)
1	<b>OPERATING REVENUES</b>			
2	Domestic Sewer Service			
3	Commercial Sewer Service			
4	Industrial Sewer Service			
5	Customers' Forfeited Discounts and Penalties			
6	Miscellaneous Sewerage Revenues			
7	Total Revenues			
8	<b>OPERATING EXPENSES</b>			
9	Sewerage Operating Expenses			
10	Collecting System Expenses			
11	Pumping System Expenses			
12	Treatment and Disposal System Expenses			
13	Billing and Collecting Expenses			
14	Administrative and General Expenses			
15	Total Operating Expenses			
16	<b>DEPRECIATION EXPENSES</b>			
17	<b>TAXES</b>			
18	Total Expenses			
19	Net Sewer Service Operating Revenues			
20	Other Income (Interest Earned, etc.)			
21	Gross Income			
22	<b>INCOME DEDUCTIONS</b>			
23	Interest			
24	Debt Discount and Expense			
25	Other Charges to Income			
26	Total Deductions			
27	<b>NET INCOME</b>			
28	<b>RESERVATIONS OF NET INCOME</b>			
29	Scheduled Bond Retirement			
30	Safety Margin Coverage Deposits			
31	Other Reservations of Net Income			
32	Total Reservations of Net Income			
33	Balance Transferred to Surplus			

**EARNED SURPLUS ACCOUNT**

		Amount (d)
34	Earned Surplus, Beginning of Year	
35	Credit Balance Transferred from Income Account	
36	Miscellaneous Credits to Surplus	
37	Total Credits	
38	Debit Balance Transferred from Income Account	
39	Dividend Appropriations - Preferred Stock	
40	Dividend Appropriations - Common Stock	
41	Miscellaneous Reservations of Surplus	
42	Miscellaneous Debits to Surplus	
43	Total Debits	
44	Earned Surplus, End of Year	

**SEWER PROPERTY ACCOUNT**

**Utility Plant in Service, Leased to Others and Held for Future Use**

Line No.	Acct. No.		Balance at Beginning of Year (a)	Balance at End of Year (b)
1		<b>INTANGIBLE PLANT</b>		
2	301.0	Intangible Plant		
3		<b>TANGIBLE PLANT</b>		
4	311.0	<b>LAND AND LAND RIGHTS</b>		
5	311.1	Collecting System Land and Land Rights		
6	311.2	Pumping System Land and Land Rights		
7	311.3	Treatment and Disposal System Land and Land Rights		
8	311.4	Miscellaneous Land		
9	312.0	<b>STRUCTURES AND IMPROVEMENTS</b>		
10	312.1	Collecting System Structures and Improvements		
11	312.2	Pumping System Structures and Improvements		
12	312.3	Treatment and Disposal System Structures and Improvements		
13	312.4	Miscellaneous Structures and Improvements		
14	320.0	<b>COLLECTING SYSTEM PLANT AND EQUIPMENT</b>		
15	320.0	Service Connections, Traps and Accessories		
16	321.0	Mains and Accessories		
17	323.0	Other Collecting System Equipment		
18	330.0	<b>PUMPING SYSTEM PLANT AND EQUIPMENT</b>		
19	330.0	Receiving Wells		
20	331.0	Power Pumping Equipment		
21	333.0	Force Mains		
22	334.0	Miscellaneous Pumping System Equipment		
23	340.0	<b>TREATMENT AND DISPOSAL SYSTEM PLANT AND EQUIPMENT</b>		
24	341.0	Grit Removal Chambers and Equipment		
25	343.0	Sedimentation Tanks		
26	344.0	Sludge Handling and Removal Equipment		
27	353.0	Chemical Treatment Plant and Equipment		
28	356.0	Disposal Equipment and Accessories		
29	390.0	<b>GENERAL PLANT AND EQUIPMENT</b>		
30	391.0	Office Furniture and Equipment		
31	392.0	Transmission Equipment		
32	393.0	Other General Plant and Equipment		
33	399.0	Utility Plant Purchased or Sold		
34		Total (page 2, Line 1)		

**RESERVE FOR DEPRECIATION OF UTILITY PLANT**

		Amount (c)
35	Balance at Beginning of Year	
36	Depreciation accruals for year, charged to:	
37	Depreciation	
38	Other accounts (specify)	
39	Net charges for plant retired:	
40	Book cost of plant retired	
41	Cost of removal	
42	Salvage (credit)	
	Net charges for plant retired	
43	Other debit or credit items (describe):	
44	Balance at end of year	

## **GENERAL INFORMATION**

## **INFORMATION ON PROPERTY CONSTRUCTION**

A. Has respondent at any time secured a Federal, State, County or other grant which is not repayable?

Check either a. Yes ( ) or b. No ( ).

If yes, give date and amount of grant: Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

8. Has respondent at any time secured a loan from the Government which is repayable?

Check either a. Yes ( ) or b. No ( ).

If yes, give date and amount of loan, interest rate, amount of loan and amount paid to date on principal.

Date of loan \_\_\_\_\_, Interest rate \_\_\_\_\_

C. Has recorder at any time issued bonds? Check either a. Yes ( ) or b. No ( ).

If you give date of issue, interest rate, amount of bonds and amount paid to date on principal.

Date of issue \_\_\_\_\_ Interest rate \_\_\_\_\_

Amount of bonds \_\_\_\_\_ Amount paid to date on principal \_\_\_\_\_

**GENERAL OFFICERS**

## **IMPORTANT CHANGES DURING THE YEAR**

### REMARKS

## GENERAL INFORMATION

I. Name of Cities or Towns served:

—

## 2. Population:

a. By most recent U. S. Census \_\_\_\_\_

b. By local census by \_\_\_\_\_ for date \_\_\_\_\_

c. Population served \_\_\_\_\_

3. Give name, address and telephone number (including area code) of person to be contacted concerning this report.

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TAXES

	Amount
PICA (Social Security) Show matching amount paid only	\$
Public Service Commission Fee	\$
Other Taxes, If any	\$

**DEPRECIATION RATES USED**

NOTE

IF RESPONDENT DOES NOT OWN PROPERTY REQUIRED TO BE LISTED  
ON ANY OF THE FOLLOWING PROPERTY SHEETS, PLEASE INDICATE  
THIS BY INSERTING "NONE" OR "N/A" ON THE APPROPRIATE FORM.

**DO NOT LEAVE BLANK**

PROPERTY SHEET "A" IS NO LONGER REQUIRED AND THEREFORE NOT  
PART OF THE REPORT

PLEASE NOTE HEADING OF PAGE WHEN FILLING OUT

PROPERTY SHEET-B-(CLASSES III AND IV PROPERTY)

L.G.R. 20-23  
Revised 10-72

A part of the report of ..... Company

On Property Sheet B, give complete itemized list, together with the book value and the true and actual value of each item listed, of all Classes III and IV property (all real and personal property, exclusive of Classes I and II), owned or operated in West Virginia.

**PROPERTY MUST BE LISTED BY COUNTIES, MAGISTERIAL DISTRICTS, AND MUNICIPALITIES.**

**BOOK VALUES REPORTED MUST AGREE WITH THE BALANCE SHEET..**

Give a complete explanation for any difference between Book Value and True and Actual Value.

**IMPORTANT: PLEASE IDENTIFY WHERE PROPERTY IS LOCATED  
(LIST BY COUNTY AND DISTRICT / CITY)**

Book Value  
(Whole Dollars)

True and  
Actual Value  
(Whole Dollars)

**PROPERTY SHEET C (OTHER REAL ESTATE IN WEST VIRGINIA)**

1 UK 30-24  
Received 8/11/73

On Property Sheet C, give a complete itemized list, together with the book value and the true and actual value of each item listed, of all Other Real Estate in West Virginia. Other Real Estate in West Virginia is real estate owned but not used or occupied for purposes immediately connected with the operation of a public utility.

**BOOK VALUE REPORTED MUST AGREE WITH THE BALANCE SHEET.**

Give a complete explanation for any differences between book value and true and actual value.

**PROPERTY SHEET "D" (LEASED EQUIPMENT)**

**THIS SCHEDULE SHOULD INCLUDE ALL EQUIPMENT LEASED FROM OTHERS**

PURPOSE OF FORM #PTD 20:21

THE REQUESTED INFORMATION IS REQUIRED AS PART OF YOUR ANNUAL REPORT TO THE BOARD OF PUBLIC WORKS FOR PROPERTY TAX PURPOSES. THIS DATA IS REQUIRED UNDER PROVISIONS OF WEST VIRGINIA CODE § 11-6-1 ET SEQ. ANY INDIVIDUAL OR UTILITY FAILING TO FILE A TIMELY REPORT SHALL BE GUILTY OF A MISDEMEANOR AND LIABLE FOR A FINE OF ONE THOUSAND DOLLARS (\$1,000) FOR EACH MONTH SUCH FAILURE CONTINUES. THIS INFORMATION WILL BE REVIEWED BY STATE TAX DEPARTMENT PERSONNEL AND LOCAL COUNTY ASSESSORS TO ENSURE THAT ALL REAL PROPERTY OWNED BY A REPORTING UTILITY IS PROPERLY RECORDED ON THE LAND BOOKS OF THE COUNTY IN WHICH REAL PROPERTY IS OWNED. PROPERTY WILL BE VERIFIED AS OPERATING OR NON-OPERATING AND VERIFIED FOR PROPER TAX ASSESSING BODY. ASSESSOR WILL CERTIFY THAT CURRENT YEAR ACQUISITIONS HAVE BEEN CORRECTLY ENTERED ON THE LAND BOOKS AND NOTED WHEN TAX ASSESSING BODY IS THE BOARD OF PUBLIC WORKS.

INSTRUCTION FOR UTILITY REAL PROPERTY REPORT

1. ENTER UTILITY NAME, ADDRESS, PHONE NUMBER, COUNTY, DISTRICT AND NAME OF INDIVIDUAL COMPLETING REPORT. UTILITIES OPERATING IN MORE THAN ONE COUNTY DISTRICT NEED TO PREPARE A SEPARATE FORM FOR EACH COUNTY DISTRICT.
2. COLUMN A: LIST TAX MAP NUMBER, PARCEL NUMBER AND SIZE OR ACREAGE.
3. COLUMN B: LIST PRESENT USE OF PROPERTY SUCH AS OPERATING, NON-OPERATING, LEASED TO OTHERS OR HELD FOR FUTURE USE.
4. COLUMN C: INDICATE BY AN (X) WHICH TAXING BODY, ASSESSOR OR BOARD OF PUBLIC WORKS, IS CURRENTLY ASSESSING EACH PROPERTY FOR PROPERTY TAXES.
5. COLUMN D: LIST DATE EACH SPECIFIC PROPERTY WAS ACQUIRED.
6. COLUMN E: INDICATE WITH AN (X) ANY PROPERTY ACQUIRED DURING PAST CALENDAR YEAR.
7. COLUMN F: LIST ANY SURFACE OR STRUCTURAL IMPROVEMENTS MADE TO EACH SPECIFIC PARCEL OF REAL PROPERTY. DO NOT LIST PERSONAL PROPERTY OR EQUIPMENT ON THIS REPORT PAGE AS THEY ARE REPORTED ON OTHER PAGES OF THE BOARD OF PUBLIC WORKS REPORT.
8. ANSWER QUESTIONS BELOW PROPERTY LISTING SECTION:  
DID UTILITY ACQUIRE REAL PROPERTY DURING PAST CALENDAR YEAR?  
INDICATE (YES) OR (NO).
9. QUESTIONS CONCERNING PROPER COMPLETION OF THIS FORM SHOULD BE DIRECTED TO:

WEST VIRGINIA STATE TAX DEPARTMENT  
PROPERTY TAX DIVISION  
SPECIAL PROPERTIES SECTION  
PO BOX 1463  
CHARLESTON WV 25325  
(304) 558-3940

DUE DATE: May 1, 2026

STATE OF WEST VIRGINIA  
UTILITY REAL PROPERTY REPORT  
PERIOD ENDING DECEMBER 31, 2025

FORM #PTD 20:21  
REVISED 10/12/00

UTILITY CO: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
COUNTY: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ COMPLETED BY: \_\_\_\_\_

INSTRUCTIONS TO UTILITY: LIST REAL PROPERTY OWNED FOR EACH COUNTY IN WHICH YOU OPERATED PROPERTY (REAL OR PERSONAL) AT THE END OF PAST CALENDAR YEAR. LIST BY COUNTY/ DISTRICT, USING A SEPARATE SHEET FOR EACH DISTRICT.			INSTRUCTIONS TO UTILITY: UTILITY WILL COMPLETE COLUMNS (A) - (F) APPLICABLE TO EACH REAL ESTATE PROPERTY LISTED. IF UTILITY DOES NOT OWN ANY REAL PROPERTY, INDICATE NONE - - - - NONE ( )			INSTRUCTION TO ASSESSOR: ASSESSOR WILL VERIFY TAX MAP AND PARCEL NUMBER OR DEED BOOK AND PAGE NUMBER OF EACH REAL PROPERTY LISTED.		
— (A) — LIST EACH LAND PARCEL SEPARATELY		— (B) — PRESENT USE OF PROPERTY: OPERATING, NON-OPERATING, HELD FOR FUTURE USE, OR LEASED TO OTHERS.	— (C) — PROPERTY ASSESSED FOR TAX BY: (CHECK ONE)	— (D) — FOR LAND OWNED	— (E) — INDICATE LAND ACQUIRED DURING 2025 BY (X)	— (F) — LAND, STRUCTURAL & EQUIPMENT IMPROVEMENTS		
DEED BK AND PAGE	MAP AND PARCEL	SIZE OR ACREAGE	COUNTY ASSESSOR	BOARD OF PUB. WORKS	DATE PURCHASED	DESCRIPTION	DATE	

UTILITY: DOES THIS PAGE LIST ANY REAL PROPERTY ACQUIRED OVER PAST YEAR?

YES ( ) NO ( )

ASSESSOR'S SIGNATURE: \_\_\_\_\_

(TAX DEPARTMENT WILL OBTAIN SIGNATURE)

PURPOSE OF THIS INFORMATION: THE REQUESTED INFORMATION IS REQUIRED AS PART OF YOUR ANNUAL REPORT TO THE BOARD OF PUBLIC WORKS FOR PROPERTY TAX PURPOSES. THIS DATA IS REQUIRED UNDER PROVISIONS OF WEST VIRGINIA CODE § 11-6-1 et seq. ANY INDIVIDUAL OR UTILITY FAILING TO FILE A TIMELY REPORT SHALL BE GUILTY OF A MISDEMEANOR AND LIABLE FOR A FINE OF ONE THOUSAND DOLLARS (\$1,000) FOR EACH MONTH SUCH FAILURE CONTINUES.

A part of the report of \_\_\_\_\_  
(Company)

=====

**OATH**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, THE UNDERSIGNED \_\_\_\_\_  
(Name of Officer) \_\_\_\_\_  
(Official Title)

of the \_\_\_\_\_ Company, on my oath say that the return as shown on this and the foregoing pages of this report, has been prepared from the original books, papers and records of said Company, that I have carefully examined the same and declare the same and each page thereof to be a complete and correct statement of the business and affairs of said Company in respect to each and every matter and thing therein set forth, and that all property has been reported at its book value, and that there have been no expenditures for "additions, and new work" either within or without the State of West Virginia except as shown by the Plant and Investment Account of this report; and that the foregoing return includes all property owned, leased or operated in the State of West Virginia by said Company during the period for which said return is made.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Official Title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

*(The return must be verified on the oath of the President, Vice President, Secretary or Principal Accounting Officer.)*