

REPORTING INSTRUCTIONS FOR COST FORECAST REPORTING FORMS

September 2011

The Historical Cost History Report for years 2006 through 2010 is a onetime request for qualified capital expenditures information. It should be completed by any company who had qualified capital expenditures for the years requested. The totals in each year should match the total qualified capital expenditures reported in tax returns for each corresponding year.

ONETIME HISTORICAL COST HISTORY REPORT FORM:

Header:

Report Type: The "Report Type" will always be "T1" to indicate is a Tax Division Report.

Report Code: The "Report Code" will always be "OH" for the "One-Time Historical Cost History Report."

Filing Type: The "Filing Type" will always be "R" for a "Regular," unless a special cost report is requested.

Customer Number: No response required. Reserved for future use.

Unit / Project: Report the Unit Area code from the accompanying list to indicate the PA you are reporting.

Revision Number: Report the revision number of the report you are filing. This will normally be "00" for an original or single filing of a report.

Report Month: Report the calendar month and the calendar year (09012011) in which you will be filing the report.

Control Number: No response required. Reserved for future use.

Authorized Date: Report the month, day and year on which the reported is authorized by the authorized signer.

DOR Tax Area: Report the DOR Tax Area in which the PA is included. Pick from the accompanying list.

Federal EIN Number: Report your company federal EIN number.

Company Name: Report your company name.

Email Address: Report the email address of the person authorizing the report.

Address1: Report the first line of your company mailing address.

Address2: Report the second line (if applicable) of your company mailing address.

City: Report the city of your company mailing address.

State: Report the state of your company mailing address.

Zip: Report the zip code for your company mailing address.

Preparer: Report the full name of the person completing this report.

Preparer Phone Number: Report the work phone number of the preparer of the report.

Preparer Fax Number: Report the fax number of the preparer of the report

Authorized Signature (Code): No response is required. Reserved for future use.

Authorized Signature (Printed Name): Report the name of the person authorizing the report.

Phone Number: Report the phone number of the person authorizing the report

Fax Number: Report the fax number of the person authorizing the report.

Data Lines:

Line Number: Report a sequential line number for each data line reported. All line numbers must be sequential with no duplicate line numbers on the report.

NOTE: The example shows blank lines with a line number separating data by groups. This is done for visual relief of people reading the report. It is not necessary when completing an actual report. If you leave a blank line to separate groups of data, be sure to number the line sequentially.

Expenditure Type: Identifies the type of expenditure as either a capital or operational expenditure.

Expenditure Item: This is the name of the expenditure that must be reported.

Amount 2006: Report the amount for each of the Expenditure Items listed for the calendar year 2006 to the nearest whole dollar U.S.

Amount 2007: Report the amount for each of the Expenditure Items listed for the calendar year 2007 to the nearest whole dollar U.S.

Amount 2008: Report the amount for each of the Expenditure Items listed for the calendar year 2008 to the nearest whole dollar U.S.

Amount 2009: Report the amount for each of the Expenditure Items listed for the calendar year 2009 to the nearest whole dollar U.S.

Amount 2010: Report the amount for each of the Expenditure Items listed for the calendar year 2010 to the nearest whole dollar U.S.