

## REPORTING INSTRUCTIONS FOR COST FORECAST REPORTING FORMS

September 2011

The accompanying form is for reporting cost categories of expenditures information. The Annual Cost History is for reporting the actual costs for the most recent calendar year ending December 31. The reports must be completed for each Unit or development project to be a complete report. A signed letter, on company letterhead, must authorize all reports filed on behalf of a filing company and must accompany the filing of the annual and historical reports. Totals reported for the year should match total expenditures reported in the tax return.

### ANNUAL 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 "CH" for the "Annual 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.

NOTE: The individual AS 43.55.165(e) exclusions are listed below:

AS 43.55.165(e)(1) Depreciation, depletion or amortization...

AS 43.55.165(e)(2) Production payments...

AS 43.55.165(e)(2) Lease profit shares...

AS 43.55.165(e)(2) Oil or gas royalty payments...

AS 43.55.165(e)(2) Payments or distributions of a share of oil or gas production, profit or revenue...

AS 43.55.165(e)(3) Taxes based on or measured by net income...

- AS 43.55.165(e)(4) Interest or financing charges of raising equity or debt capital...
- AS 43.55.165(e)(5) Acquisition cost for a lease or property or exploration license...
- AS 43.55.165(e)(6) Costs from fraud, litigation, or dispute resolution...
- AS 43.55.165(e)(7) Fines or penalties imposed by law...
- AS 43.55.165(e)(8) Cost of arbitration, litigation, over owners rights...
- AS 43.55.165(e)(9) Cost of organizing a business entity...
- AS 43.55.165(e)(10) Cost incurred to indemnify the state...
- AS 43.55.165(e)(11) Surcharges levied under AS 43.55.201 or 43.55.300...
- AS 43.55.165(e)(12) Expenditure as a result of internal transfer, transaction with affiliate, or related parties...
- AS 43.55.165(e)(13) Costs to purchase an interest in any corporation, partnership, limited liability company, business trust...
- AS 43.55.165(e)(13) A tax levied under AS 43.55.011...
- AS 43.55.165(e)(15) Costs incurred for dismantling, removal, and site restoration...
- AS 43.55.165(e)(16) Costs for incurred for containment, control, cleanup or removal of unpermitted release of oil or hazardous substance...
- AS 43.55.165(e)(17) Costs incurred to satisfy a work commitment under an exploration license under AS 38.05.132
- AS 43.55.165(e)(18) 30 cent exclusions...
- AS 43.55.165(e)(19) Cost incurred for repair, replacement or deferred maintenance in response to a failure...
- AS 43.55.165(e)(20) Crude oil topping plants...
- AS 43.55.165(e)(21) Costs of lobbying, public relations, public relations advertising, or policy advocacy...