



# RPIE-2012-U

**CONFIDENTIAL**

## REAL PROPERTY INCOME AND EXPENSE

### Utility-Related Equipment Base Report and Annual Update Report

MAIL TO NYC DEPARTMENT OF FINANCE, RPIE PROCESSING, 66 JOHN STREET, 12TH FLOOR, NEW YORK, NY 10038

**INSTRUCTIONS:** Complete, sign, and attach this form to your Utility-Related Property and Equipment Base Inventory or Annual Update Report. The preferred filing method is by excel spreadsheet which should be emailed to: **utilityrpie@finance.nyc.gov**. Alternatively, hard copy Inventory Reports can be sent to the above address. For further details, see instructions.

#### PART I: OWNER AND CONTACT INFORMATION

##### SECTION A - OWNER INFORMATION

- 1a. Owner's Name: \_\_\_\_\_
- b. Owner's Employer Identification Number:    ■
- c. Filer's Name (if different from the owner): \_\_\_\_\_
- d. Filer's Employer Identification Number:    ■
- e. Filer's Relationship to the Property: \_\_\_\_\_

##### SECTION B - CONTACT INFORMATION

1. Contact Name: \_\_\_\_\_ 2. Firm Name: \_\_\_\_\_
3. Telephone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ 4. E-mail Address: \_\_\_\_\_

##### SECTION C - BASE REPORT INFORMATION

Complete this section *only* if you are providing a Base Report.

1. Check the appropriate box:  Calendar Year  Fiscal Year
- 2a. Report Ending Month: \_\_\_\_\_ 2b. Year: \_\_\_\_\_

##### SECTION D - ANNUAL UPDATE

Complete this section *only* if you have received confirmation from Finance that we are in receipt of your Base Report.

1. Check the appropriate box:  Calendar Year  Fiscal Year
- 2a. Report Ending Month: \_\_\_\_\_ 2b. Year: \_\_\_\_\_

#### PART II: FILING CERTIFICATION

*I hereby certify that I am the owner or other person responsible for the payment of taxes, or the person authorized by the owner or taxpayer to make this statement. I certify that all information contained in the attached report is true and correct to the best of my knowledge and belief. I understand that the willful making of any false statement of material fact herein will subject me to the provisions of law relevant to the making and filing of false instruments and will render this statement null and void.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

#### PRIVACY ACT NOTIFICATION

The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to inform individuals from whom they seek this information as to whether compliance is voluntary or mandatory, why the request is being made and how the information will be used. The disclosure of Social Security Numbers by owners is mandated by Section 11-102.1 of the Administrative Code of the City of New York. Disclosure by lessees is voluntary. Disclosure is requested to facilitate the processing of real property income and expense data. Such data, including any Social Security Numbers so disclosed, are used for tax administration purposes. The data, including any Social Security Numbers, may be further disclosed to other departments or agencies, or to persons employed by such departments or agencies, only for such purposes, or as otherwise provided by law or judicial order.



# 2012 REAL PROPERTY INCOME AND EXPENSE Utility-Related Equipment Base Report and Annual Update Report

MAIL TO: NYC DEPARTMENT OF FINANCE, 66 JOHN STREET, 12TH FLOOR, NEW YORK, NY 10038

## GENERAL INSTRUCTIONS FOR THE UTILITY-RELATED EQUIPMENT BASE REPORT AND ANNUAL UPDATE REPORT

### REAL PROPERTY FOR UTILITY AND UTILITY TYPE IMPROVEMENTS

New York City Administrative Code 11-208.1 and 19 RCNY 33-02(d)(8) allows Finance to require owners of utility-related property and equipment to file a report or statement with Finance with the information Finance needs to value the property accurately. The initial report must consist of the entire inventory of all equipment and property owned by a particular company. Once this basic inventory has been provided, updates need to be filed annually. These updates must be filed by the filing deadline and can be mailed to the NYC Department of Finance, 66 John Street, 12th Floor, New York, NY 10038 or emailed by attaching an Excel Spreadsheet to: [utilityrpie@finance.nyc.gov](mailto:utilityrpie@finance.nyc.gov).

### BASE INVENTORY REPORT CONTENT

Finance needs to know the contents of your utility-related property and equipment. The following information should be included:

- Property locations (within each borough, by address or block and lot with assigned REUC identification number).
- Use of property.
- Square and cubic footage of structures.
- Number, size and length of cable, pipe, conduit, etc.
- Total original cost (hard and soft) by year of placement.
- Inventory of utility related property and equipment acquisitions.

In order to simplify submissions, companies reporting to the PSC or FERC should submit information according to the Uniform System of Accounts. For those companies reporting to the FCC, FCC account numbers should be used. For any companies that are not reporting to the above, a complete list of properties should be submitted.

### ANNUAL INVENTORY UPDATE REPORT CONTENT

The preferred method to file your Utility Property and Equipment Base Inventory and/or Annual Update Report is by excel spreadsheet which should be emailed to [utilityrpie@finance.nyc.gov](mailto:utilityrpie@finance.nyc.gov). Alternatively, hard copy Inventory Reports can be sent to the above address. The report must include the following information:

- Additions to the Base Inventory (if in progress, give estimated total cost, estimated date of completion, percentage complete as of June 30th of the year covered by your RPIE, and cost of work done as of June 30th).
- Retirements from the Base Inventory, including cost of equipment and year installed.
- Cost of work in progress by account number or job, percentage complete, and the expected date of completion.
- Upgrades to the original property and year(s) of placement.
- Equipment transfers.
- Equipment adjustments.

### ADDITIONAL FILING INFORMATION

1. **Filing Certification** -- Sign and date Part II.
2. **Forms** -- RPIE forms are available through the Finance website at [nyc.gov/finance](http://nyc.gov/finance) or by calling 311.
3. **Proof of Filing** -- If you are mailing hard copies, you can request a receipt from the US Post Office.

### CUSTOMER ASSISTANCE

Questions not covered in these Instructions or on the Finance web site should be directed to 311.