

FINANCING

Filing Requirements Checklist

(Applicable Regulation: 807 KAR 5:001, Sections 14, 17 and 18)

Case No. _____ Applicant Name _____ Received Date _____ Form Circulation Date _____

Instructions:

- 1) Each division noted by checkmark () is to complete its review and return within three business days of receipt.
- 2) This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
- 3) Staff member should use initials and list date review is completed.
- 4) **Return by email to Filings Branch following review and copy all Team members.**

Reviewed by following Divisions:	Date	<u>Staff Member</u>
_____ Filings	_____	_____
_____ Financial Analysis	_____	_____
_____ Legal	_____	_____

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	Requirement Met		Waiver Requested		Approve Waiver?	
			Yes	No	Yes	No	Yes	No
	<u>807 KAR 5:001:</u>							
Filings	Section 14(1)	Full name, mailing address, and e-mail address of applicant and a reference to KRS 278.300.						
Legal	Section 4(3)	Paper signed by submitting party or attorney.						
Legal	Section 4(3)	Name, address, telephone number, fax number, and e-mail address of submitting party or attorney.						
Legal	Section 4(10)	Has submitting party redacted –						

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
All filings with the Kentucky Public Service Commission which contain personal information must be redacted by the filer pursuant to 807 KAR 5:001 Sec. 4 (10). Filings which are not in compliance will be <u>rejected</u> .		- All social security numbers					
		- All birthdates					
		- All financial account numbers					
		- All other personal identification information					
Legal	Section 8(4)(b)	Has submitting party optimized pdf document –					
(Electronic Case Filing only)		- Making all text pages searchable or OCR'd					
		- Bookmarks added to distinguish sections of the paper					
Legal	Section 14(2)	If applicant is a corporation, the applicant shall identify in the application the state in which it is incorporated and the date of its incorporation, attest that it is currently in good standing in the state in which it is incorporated, and, if it is not a Kentucky corporation, state whether it is authorized to transact business in Kentucky.					
Legal	Section 14(3)	If applicant is a limited liability company, the applicant shall identify in the application the state in which it is organized and the date on which it was organized, attest that it is in good standing in the state in which it is organized, and, if it is not a Kentucky limited liability company, state whether it is authorized to transact business in Kentucky.					
Legal	Section 14(4)	If applicant is a limited partnership, a certified copy of its limited partnership agreement and all amendments, or a written statement that its partnership agreement and all amendments have been filed with the Commission in a prior proceeding and a reference to the case number of that proceeding.					
Legal	KRS 278.300(2)	Application made under oath, and signed on behalf of the utility by its president, or by a vice president, auditor, comptroller or other executive officer having knowledge of the matters set forth and duly designated by the utility.					
	<u>807 KAR 5:001:</u>						

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
Financial Analysis	Section 18(1)	(a) The information required by Section 14 of this administrative regulation					
		(b) Description of applicant's property and the field of its operation					
		(b) Statement of original cost of applicant's property and the cost to the applicant, if different.					
Financial Analysis	Section 18(1)	(c) If stock issuance:					
		--Description of amount and kinds of stock to be issued.					
		--If preferred stock, a description of the preferences.					
		If Bonds or Notes or Other Indebtedness is proposed:					
		--Description of the amount(s).					
		--Full description of all terms.					
		--Interest rates(s).					
Financial Analysis	Section 18(1)	--Whether the debt is to be secured and if so a description of how it is to be secured.					
		(d) Statement of how proceeds are to be used. Show amounts for each type of use (e.g., property, debt refunding, etc.).					
Financial Analysis	Section 18(1)	(e) If proceeds will be used to acquire, construct, improve, or extend property, provide a detailed description and all contracts.					
Financial Analysis	Section 18(1)	(f) If proceeds are to refund outstanding obligations, provide:					
		--Statement of the nature and description of obligation					
		--Par value					
		--Amount for which actually sold					
		--Expenses and application of proceeds					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
		--Date of obligations					
		--Total amount					
		--Time held					
		--Interest rate					
		--Payee					
Legal		(g) If the applicant is a water district, a copy of the applicant's written notification to the state local debt officer regarding the proposed issuance.					
Financial Analysis	Section 18(2)	(a) Financial Exhibit (see below)					
Financial Analysis		(b) Copies of all trust deeds or mortgages. If previously filed, state case number.					
		(c) If Property to be acquired:					
Legal		--Maps and plans of property.					
Financial Analysis		--Detailed estimates by USOA account number.					
Financial Analysis	Section 12(1)	(b) For a utility that had less than \$5,000,000 in gross annual revenue in the immediate past calendar year, comply with paragraph (a) of this subsection or cover operations for the twelve (12) month period contained in the utility's most recent annual report on file with the commission, and contain a statement that: 1. Material changes have not occurred since the end of that twelve (12) month period or 2. Identifies all material changes that have occurred since the end of that twelve (12) month period.					
Financial Analysis		(a) For a utility that had \$5,000,000 or more in gross annual revenue in the immediate past calendar year, information required by Section 12(2) shall cover operations for a twelve (12) month period, the period ending not more than ninety (90) days prior to the date the application is filed					
Financial	Section 12(2)	(a) Amount and types of stock authorized.					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
		--Amount					
		--Maturity Date					
		--Rate of Interest					
		--In Whose Favor					
		--Interest Paid in Last Fiscal Year					
Financial Analysis		(g) Other Indebtedness:					
		--Description of Each Class					
		--How Secured					
		--Description of Any Assumption of Indebtedness by Outside Party (i.e., any transfer)					
		--Interest Paid in Last Fiscal Year					
Financial Analysis		(h) Rate and amount of dividends paid during the five (5) previous fiscal years and the amount of capital stock on which dividends were paid each year.					
Financial Analysis		(i) Detailed income statement and balance sheet.					

IF APPLICANT IS A SEWER UTILITY, THE FOLLOWING ADDITIONAL FILING REQUIREMENTS APPLY:

	807 KAR 5:071						
Financial Analysis	Section 3(3)	(a) Copy of amortization schedules of present and proposed indebtedness.					
Financial Analysis		(b) A full and complete explanation of any corporate or business relationships between applicant and parent or brother-sister corporation, subsidiary(ies), a development corporation(s), or any other party or business to afford the PSC a full understanding of the situation.					