

Pa Public Utility Commission

Act 13 Reporting Requirements

Important Due Dates:

March 1, 2018 – 2016 Municipality Approved Budget Report - Reports are 2 years behind, as required by law

April 15, 2018 – 2016 Unconventional Gas Well Fund Usage Report (aka Spending Report) - Funds were received in 2017

July 1, 2018 – 2017 impact fee payments due to county and municipal governments as required by law

*Act 13 payment information will be available at www.act13-reporting.puc.pa.gov in **mid-June**.

We will not release estimates or actuals prior to June 15.

Electronic Reporting:

To file your forms electronically, go to: www.act13-reporting.puc.pa.gov

Detailed instructions can be accessed by:

- Scrolling to the bottom of the page
- clicking the heading “Local Government User’s Guide”

To obtain your User ID and/or Password : The request must be made in writing on your municipality’s letterhead faxed to 717-783-8052. Please include your contact information: name, title and day time telephone number.

Paper Reporting:

To print paper forms, go to: www.puc.pa.gov

- Scroll down the page to the 2nd column titled: Natural Gas
- Select the last item in that column titled: Act 13 (Impact Fees)
- Scroll down the page to the blue heading “**Important Deadlines**”
- Click on the **bold/underlined** heading of the report you are requesting.

FAQ’s:

Q: Can you tell me if I submitted the reports for my municipality?

A: Login to www.act13-reporting.puc.pa.gov. If you have figures in the fields for the requested Budget year and/or the 2016 Spending Report, then your reports have been filed.

***If you faxed, emailed or mailed your reports and would like confirmation that the information was received, you must login to the website to verify that the information was input. We cannot accept phone call requests due to current workloads. Please note, it may take several weeks from the time that we receive the reports until we get them entered in the system.**

Q: What budget figure are you looking for?

A: Total budgeted revenues. This should include all of your funds without regard to source. (all taxes, sewer revenue, amounts carried forward from prior year, impact fee funds, etc.)

Q: What is the reporting year for the Usage Report?

A: The reporting year is 2016. However, you would have received the funds in June or July of 2017.

Q: Do I report the spending of Act 13 funds left over from prior years?

A: No. The law requires this report to detail only the amount received in the current reporting year. Prior submitted reports cannot be amended since the legislative spending reports were filed in September and are not revised. However, you are required to keep detailed records of all funds for audit purposes.

Q: Can I use the funds to purchase XYZ?


A: The PUC does not have the authority to advise you on municipal spending. Please contact your solicitor.

Q: Am I still required to post my Usage Report on our municipality's website?

A: Yes, this is required by law. In the absence of a website, you must post a paper copy to the bulletin board used to post other municipality related notices.

Q: I do not have a copy of my Usage Report. How can I obtain one?

A: Go to www.act13-reporting.puc.pa.gov. You do not need to login. On the heading line, select Reports (4th item over), scroll down and select Government Spending by County/Municipality, fill in the required fields and click on View

Report. **Note:** It is recommended that you click on the disk  and download the report to a format that you can save/print from your computer.

Q: The mileage that the PUC has listed for our municipality is wrong.

A: Act 13 legislation requires us to use Liquid Fuel Miles only. Turn-back miles are not included in the calculation of impact fees.

Q: The population that the PUC has listed for our municipality differs from the 2010 census.

A: Act 13 legislation requires us to use the most current population estimates available as provided by the U.S. Census Annual Estimates for the Resident Population of Incorporated Places in Pennsylvania.