

Instructions: Municipal Light, Heat, Power Annual Report (LM-003)

General Information

The following entities must pay an annual license fee to be assessed May 1:

- Light, heat and power companies – defined in sec. [76.28\(1\)\(e\)](#), Wis. Stats.
- Qualified wholesale electric companies – defined in sec. [76.28\(1\)\(gm\)](#), Wis. Stats.
- Transmission companies – defined in sec. [76.28\(1\)\(j\)](#), Wis. Stats.

This license fee is measured by the gross revenues of the preceding **calendar** year regardless of when the books are closed for financial reporting purposes.

Filing Information

- Using [My Tax Account](#) (MTA), each company must file Form LM-003 with the Wisconsin Department of Revenue (DOR)
- **Due date – on or before March 1 of each year (or next business day if May 1 is a Saturday or Sunday)**
- You may request a 30-day extension (through MTA) before the March 1 due date
- If you do not file by the due date or extended due date, you will be charged a late filing fee of \$25 plus 5% of the total license fees due (secs. [76.28\(6\)\(b\)](#) and [\(7\)](#), Wis. Stats.)

Note: Do not submit payment with your form. DOR will send you a bill for the assessment on approximately April 10. Once you pay your assessment in full, your license to carry on business for the 12-month period begins January 1.

Reporting

- Report only revenues from operations located outside the municipality. Generally, these revenues are gross receipts from electric and gas customers located beyond the municipal borders.
- Do not include interdepartmental rents and sales or any other revenues from operations within the municipality that operates the company
- Report revenues from forfeited discounts you received from customers located outside the owning municipality. If your utility does not keep separate records for forfeited discounts received from customers located outside the owning municipality, you can estimate by using the following ratio:

$$\frac{\text{Number of Customers Outside the Owning Municipality}}{\text{Total Number of Customers Less Number of Interdepartmental Customers}}$$

- Report revenues from miscellaneous services you provided for customers located outside the owning municipality. If your utility does not keep separate records for miscellaneous service revenues received from customers located outside the owning municipality, you can estimate using one of the following ratios:

Electric Utility:
$$\frac{\text{Number of Customers Outside Owning Municipality}}{\text{Total Number Customer Less Number of Independent Customers}}$$

Gas Utility:
$$\frac{\text{Number of Therms Sold To Customers Outside Owning Municipality}}{\text{Number of Therms Sold Less Interdepartmental Therms Sold}}$$