

Utility Payment Deferral Program Repayment Reporting Checklist

These reporting instructions are based on the requirements set out in the [Utility Payment Deferral Program Act](#) (UPDP Act), as well as direction from the Department of Energy. More information on the UPDP program can be found on the AUC [COVID-19 impacts page](#).

- Please follow the instructions in the e-Filing System [Quick tip – Utility Payment Deferral Program reporting guide](#). The guide outlines the steps required to file post disposition reports under the same proceeding number as the billing deferral application that you previously filed.

- Each month during the repayment period, electricity service providers (ESPs) and gas service providers (GSPs) are to provide a report to the Commission, and to the Balancing Pool (electric) and to the Minister (natural gas), setting out the information in the [Monthly repayment reporting spreadsheet template](#). Please follow the instruction tab. Each dated reporting tab (e.g., August 1-31, 2020) should include data that represents billing and repayment activities for enrolled customers during that specific repayment period.

- Each monthly reporting submission is due by the 15th day (or the next business day) of the subsequent month (e.g., the deadline for the June 19 – July 31, 2020 repayment period is Monday, August 17, 2020).

- The first report is due August 17, 2020, along with the complete monthly repayment reporting spreadsheet template. Electricity service providers and gas service providers must also complete in detail the [Utility Payment Deferral Program repayment reporting form](#).

- In the subsequent reporting months, there are comment boxes in the spreadsheet tab for providing month-specific updates and status reports.

- ☑ In the last tab 'Aggregate repayment' each electricity and gas service provider that received funding or that deferred payment of transmission charges must include, for each distribution service area (i.e., ATCO Electric, ENMAX Power, EPCOR Distribution and Transmission, FortisAlberta for electricity and ATCO Gas and AltaGas Utilities for natural gas), the total repayment to the Balancing Pool (electricity) and the Province (natural gas) and the deferred amounts that were not received from enrolled electricity and natural gas customers in the repayment period. This tab is to be completed at the end of the repayment period.