



## Utility and Pipeline Market Value Report Instructions

Complete each field for the System (entire amount for the company filing this report, the operating unit) and for Minnesota (figures for the company filing this report as the figures pertain to Minnesota). If your company is completely located in Minnesota, the System and Minnesota amounts will be the same.

All figures you enter on the report should match audited or regulatory financial statements for the operating unit. You are required to attach your source documentation at the end of the process for all figures reported.

If the amounts do not reconcile, you must provide an explanation and source documents.

### Cost Information Section

You must report all plant costs and depreciation amounts associated with the operating unit in this section.

See our Contributions in Aid of Construction (CIAC) webpage for additional instruction on reporting: <https://www.revenue.state.mn.us/contributions-aid-construction>

### Income and Expenses Section

All income and expenses that are associated with the operating unit must be reported.

### Stock and Debt Section

You must complete this section if the company filing this report is publicly traded or if the parent company of the company filing this report is publicly traded.

If the company's parent is publicly traded, "unit" refers to the company filing this report and "parent" refers to the parent company (publicly traded parent).

## Minnesota Excludable Property – Non-Depreciable Section

List amounts for all non-depreciable property, located in Minnesota, that are non-taxable or locally assessed.

**Note:** The company has the burden of proof to establish that the value of any property should be excluded from the Minnesota portion of unit value. Revenue will not accept any claimed excludable property amounts not substantiated by the company.

Additional instruction on specific line items:

- **MN Qualifying Construction work in progress (CWIP)**  
Property not yet at its permanent location.
- **Locally Assessed or Non-taxable CWIP**  
Property otherwise non-taxable or locally assessed. You must state why it is non-taxable or locally assessed.

## Minnesota Excludable Property – Depreciable Section

List amounts for all depreciable Minnesota property that are non-taxable or locally assessed.

**Note:** The company has the burden of proof to establish that the value of any property should be excludable from the Minnesota portion of unit value. Revenue will not accept any claimed excludable property amounts not substantiated by the company.

We are including additional information on some line items.

### Communication Equipment

Only include the amount of communication equipment found in general plant. Communication equipment that is considered operating property should not be excluded.

### Inventory of Meters

Must only include meters that are not installed.

## Electric Distribution System Property

- **Electric Distribution System Property of REA Members (M.S. 273.41):** The amount of rural electric distribution system property, if you are an electric cooperative that pays \$10 per 100 members annually (commonly referred to as the REA Membership Tax).  
**Note:** Only include the amount of your rural electric distribution system property. Do not include the amount for substations, transmission or generation equipment.
- **Electric Distribution System Property Supplying Electricity to Farmers at Retail (M.S. 272.02, subd. 19):** The amount of electric distribution system property, not including substations, or transmission or generation equipment, that are used primarily for supplying electricity to farmers at retail.

## New Utility and Pipeline Companies

If you are a utility or pipeline company doing business in Minnesota that may be subject to state assessment for property tax purposes and do not already file the required reports, email us at [sa.property@state.mn.us](mailto:sa.property@state.mn.us).

## Use of Information

The information in this report is used to estimate market value for each property type, by parcel. If you do not provide the information, Revenue will value your property based on the best information available.

All information requested is public, except detailed income and expense figures and anticipated income and expense.

## Penalties

Making false statements is against the law. Anyone providing false information is subject to a fine of up to \$3,000 and/or one year in prison.

## Questions

If you have questions about completing the Market Value Report, email us at [sa.property@state.mn.us](mailto:sa.property@state.mn.us).