

# ANNUAL REPORT INSTRUCTIONS – HHG CARRIERS

1. **CARRIER MUST ELECTRONICALLY FILE ITS ANNUAL REPORT AT <https://www.ncuc.gov> in DOCKET NO. M-2 SUB 2023T WITH THE DESCRIPTION “2022 ANNUAL REPORT OF [NAME OF CARRIER]”.**

a) **A fully completed Annual Report Form**, including the cargo claims form (if applicable).

Please use your carrier name as the attachment(s) file name.

b) **An electronically signed copy** of the attached **Report Verification Page**.

c) **One Certificate of Insurance (COI) for General Liability**. Please do not electronically file the COI in the Commission’s docket system. The COI must be mailed or emailed to the Commission. The COI must also note proof of warehouse insurance for carriers providing storage. (Verify with your insurance agent to obtain this information).

## 2. **FILING FORMS – ANNUAL REPORT, CERTIFICATE OF INSURANCE, & CLAIMS LOG**

All information entered on the Annual Report must be typed or printed in black ink. The (T) Docket number may be found on the Quarterly Fee reports. For verification of certificated name and C#, please refer to: <https://www.ncuc.gov/Industries/documents/carriers.pdf>.

The Report Verification Page should be electronically signed by a company official. Include the Verification Page as an attachment with the Annual Report.

If there is nothing to report for a particular field, enter zero or N/A (“not applicable”); If the information is not available, enter “NOT AVAIL” and provide an explanation in Section VII on Page 2.

The Certificate Holder section of the Certificate of Insurance (COI) for General Liability and Warehouse coverage (if applicable), should be completed by the insurance agent to read as follows: NC Utilities Commission, 4325 Mail Service Center, Raleigh, NC 27699-4300. Please note that the Commission is **NOT** an additional insured on the COI. The insured’s name (carrier name) on the COI should be exactly as shown on the NCUC certificate.

**The Cargo Claims Log Form** should only list cargo losses and damages for jurisdictional moves; carriers **do not** need to report **property damage**. Carriers may refer to an attachment only if the attachment contains the same columns as the Cargo Claims Log Form. If no claims are shown on Line 19, Claims Log Form is not required.

## 3. **“JURISDICTIONAL INTRASTATE HHG OPERATING REVENUE” CLARIFIED**

In Section I on Page 1 of the Annual Report, “Jurisdictional Intrastate HHG Operating Revenue” will include all intrastate (in-state) movement of household goods moves governed by the MRT. Do not include information from **non-jurisdictional moves**, such as interstate, international, military, retail deliveries, office and commercial, general freight or commodities, and moves conducted entirely within a gated community. Revenue from permanent storage and labor-only services also should **not** be included.

## 4. **IF NO JURISDICTIONAL HHG OPERATIONS WERE CONDUCTED or IF CARRIER HAS BEEN GRANTED AN AUTHORIZED SUSPENSION**

If the reporting carrier did not conduct any regulated household goods moves during the reporting year, complete the cover page and signed verification forms. **On Pages 1 and 2, enter, “NO OPERATIONS,” across the entire page or enter zero in each individual line for both pages.** Carriers holding an authorized suspension must continue to file timely Regulatory Fee Reports and Annual Reports to maintain their certificates. The COI is not required for carriers holding an authorized suspension.

5. If you need help electronically filing your organization’s Annual Report, please contact the Chief Clerk’s Office at (919) 733-7328. If you have any other questions concerning the report, contact the **Commission Transportation Rates Division** at (919) 733-4036 or [Transportation@psncuc.nc.gov](mailto:Transportation@psncuc.nc.gov).

# 2022 ANNUAL REPORT

*Of*

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Carrier's Name as shown on Certificate issued by NC Utilities Commission

C- \_\_\_\_\_ Certificate of Exemption Number

T- \_\_\_\_\_ Docket Number

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Current Mailing Address

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City

State

Zip Code

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Phone number

Primary Company Email Address

*To the*

## **NORTH CAROLINA UTILITIES COMMISSION**

**For the year ended December 31, 2022**

**The Annual Report Form, along with the Verification Page, should be filed electronically with the Commission in its docket system. The Verification of Principals, Principals' criminal history and citizenship/employment authorization, Certificate of General Liability Insurance, and Warehouse insurance coverage if applicable, should be sent via e-mail or mail to NJeffries@NCUC.net or Transportation Utilities Regulatory Director, North Carolina Utilities Commission, 4325 Mail Service Center, Raleigh, North Carolina 27699-4300, by April 30, 2023**

**CARRIER SHOULD RETAIN A COPY OF REPORT FOR OWN RECORDS.**

**OPERATIONS REPORT – 2022**

T- \_\_\_\_\_

**Section I. JURISDICTIONAL INTRASTATE HHG OPERATING REVENUE**

- 1. Weight/Distance moves (MRT Section III) \$ \_\_\_\_\_
- 2. Hourly moves (MRT Section II) \$ \_\_\_\_\_
- 3. Packing and Accessorial (MRT Sections I & IV/Valuation) \$ \_\_\_\_\_
- 4. **Total NC jurisdictional revenue (should match Line 18 below):** \$ \_\_\_\_\_

**Section II. OPERATING STATISTICS** (Jurisdictional intrastate NC weight/distance and hourly moves only)

- 5. Number of regulated weight/distance moves performed \_\_\_\_\_
- 6. Total bill of lading miles \_\_\_\_\_
- 7. Total bill of lading weight (in pounds) \_\_\_\_\_
- 8. Number of regulated hourly moves performed \_\_\_\_\_
- 9. Total hours billed \_\_\_\_\_
- 10. TOTAL NUMBER OF REGULATED MOVES PERFORMED (Line 5 + 8) \_\_\_\_\_
- 11. Number of each type of estimate for moves performed:
  - a) Non-binding (written): \_\_\_\_\_
  - b) Binding (Not-to-Exceed and Guaranteed) (written): \_\_\_\_\_
  - c) No written estimate: \_\_\_\_\_
  - d) Total (Line 11 A+B+C: Should match Line 10 above) \_\_\_\_\_
- 12. Number of each type of valuation applicable for moves performed:
  - a) Basic: (\$0.60/lb./ article – No charge) \_\_\_\_\_
  - b) Full Value: (Customer charged \$0.75/\$100 of value) \_\_\_\_\_
  - c) Total (Line 12 A+B: Should match Line 10 above) \_\_\_\_\_
- 13. Do you own a warehouse or have a long-term lease for storage? (Y/N)  
If yes, please attach proof of warehouse insurance coverage. \_\_\_\_\_

**Section III. JURISDICTIONAL REVENUES SHOWN ON LINE 1 OF QUARTERLY REGULATORY FEE REPORTS FILED DURING CALENDAR YEAR 2022**

- 14. Quarter ended March 31, 2022: \$ \_\_\_\_\_
- 15. Quarter ended June 30, 2022: \$ \_\_\_\_\_
- 16. Quarter ended September 30, 2022: \$ \_\_\_\_\_
- 17. Quarter ended December 31, 2022: \$ \_\_\_\_\_
- 18. **Total for 2022** (Line 14+15+16+17: Should match Line 4) \$ \_\_\_\_\_

**Section IV. CLAIMS INFORMATION T-\_\_\_\_\_**

Claims reported to the Commission are for NC jurisdictional HHG moves only; see the Instructions/Check Sheet for clarification. A properly identified **Cargo Claims Log Form must be completed** unless no claims were filed. Show **cargo claims only**; property damage claims are not subject to the provisions of the MRT.

For Reporting Year 2022

		<b>Unsettled Claims at Beginning of Year</b>	<b>Claims Filed</b>	<b>Claims Settled</b>	<b>Unsettled Claims at End of Year</b>
		(a)	(b)	(c)	(d)
19.	Number of loss  and damage claims				
					(a) + (b) - (c) = (d)
20.	Total dollar amount of claims in Line 19	\$ _____	\$ _____	\$ _____	\$ _____
	(Monetary amounts coincide with the number on Line 19 immediately above.)				

**Section V. NC EMPLOYEE DATA**

- 21. Number of full-time NC employees during the year  
(use the W-2 form address to determine NC status) \_\_\_\_\_
- 22. Number of full-time NC contract workers during the year  
(use the 1099 form address to determine NC status) \_\_\_\_\_
- 23. Total salaries and wages paid to full-time NC employees and contract  
workers (i.e., W-2 & 1099 forms recipients shown on Lines 21 & 22) \$ \_\_\_\_\_

**Section VI. PROOF OF MANDATORY INSURANCE**

The Commission requires HHG carriers to maintain minimum insurance coverage in the following amounts: General Liability - \$50,000; Cargo - \$35,000/\$50,000; and Vehicle Liability - \$100,000/\$300,000/\$50,000 for vehicles with a gross vehicle weight (GVW) of less than 26,000 lbs. (for GVW of 26,001 lbs. or over, the amount is \$750,000). **One copy of the General Liability Certificate of Insurance showing proof of coverage in the full certificated name should be provided with the Annual Report.** Carriers providing storage-in-transit must file proof of warehouse insurance coverage with their annual report. **Please note that the Commission does not have a required minimum limit for warehouse insurance coverage due to the various capacities of each storage facility. However, the Commission does expect carriers to obtain adequate warehouse coverage for shipments being stored.** The certificate holder section on the Certificate of Insurance should be completed as noted below. Please note that the Commission is **not** an "additional insured;" the form will be unacceptable if that language appears on the Certificate of Insurance.

North Carolina Utilities Commission  
4325 Mail Service Center  
Raleigh, NC 27699-4300

**Section VII. EXPLANATION FOR FAILURE TO PROVIDE REQUESTED INFORMATION**

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**FOR CALENDAR YEAR 2022**

**CARRIER:** \_\_\_\_\_

**CARGO CLAIMS LOG FORM**

<b>FILE #</b>	<b>DATE OF CLAIM</b>	<b>PERSON FILING CLAIM</b>	<b>CLAIM</b>	<b>ACTION TAKEN</b>	<b>DATE CLOSED</b>

