

Pa Public Utility Commission

Act 13 Reporting Requirements

Important Due Dates:

March 1, 2024 – 2022 Municipality Approved Budget Report - Reports are 2 years behind, as required by law

April 15, 2024 – 2022 Unconventional Gas Well Fund Usage Report (aka Spending Report) - Funds were received in 2023

July 1, 2024 – 2023 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:

- Going to “Need Help?” on the right side of the screen
- 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 717-231-4770. Please include your contact information: name, title, FEIN, and daytime telephone number.

Paper Reporting:

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

- At the top of the homepage, select **Filing & Resources**
- On the left-hand side, select **Issues, Law & Regulations**
- Select **Act 13 Impact Fee**
- Scroll down the page to the blue heading “**Important Deadlines**”
- Click on the **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 2022 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: Since all PA Budgets must balance (Revenues = Expenses), you should report your total budgeted revenues. This should include all your funds without regard to source, that cover all expenses for that year. (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 2022. However, you would have received the funds in June or July of 2023.

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. However, you may amend your reports from prior years to reflect updates in the spending of those funds. This may only be done online, via the Act 13 Reporting website.

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 2020 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.