

**INSTRUCTIONS  
FOR  
SCHEDULE I**

**BUSINESS SUMMARY BY TAXING DISTRICT**

*This form must contain a summary of the business activity within each taxing jurisdiction measured by gross revenues, customers/subscribers, pops, actual mileage, pipeline miles, departures, enplane and deplane passengers, and enplane freight, express and mail.*

- (1) Under "Name of Taxing District," list the county name first, next the school district(s) (county common or independent), then the cities, fire districts, watershed districts, soil conservation districts, garbage district, ambulance district and all other special taxing districts.
- (2) Under the column "Gross Revenues," indicate the gross operating revenues generated from your public service operation in each taxing district.
- (3) Under the column "Subscribers," indicate the number of subscribers/customers in each taxing district. Cable television and telecommunication companies such as cellular, long distance carriers, resellers of WATS, 2-way radio, nonfacility-based long distance carriers must report the number of customers in each taxing district along with mileage figures.
- (4) Under the column "Pops," indicate the number of persons within your licensed population area in each taxing district.
- (5) Under the column "Actual Mileage," indicate the miles of pipeline, telephone lines, cable lines, etc., in each taxing district.
- (6) Under the column "Departures," indicate the number of takeoffs from an airport in each taxing district.
- (7) Under the column "Enplane Passengers," indicate the total number of passengers loaded.
- (8) Under the column "Deplane Passengers," indicate the total number of passengers unloaded.
- (9) Under the column "Enplane Freight, Express and Mail," indicate the total tons of freight, express and mail loaded.
- (10) Under the column "Deplane Freight, Express and Mail," indicate the total tons of freight, express and mail unloaded.

If the space provided on this form is not sufficient, attach a separate schedule. This schedule must be 8½ x 11" (commercial size). Print on the upper right corner the letter **I**. Computer-generated schedules are also acceptable. If a multiple county **I** is submitted, attach a summary sheet. Furthermore, taxpayers may also file this required information on a 3½" computer disk, formatted in a manner specified by the Department of Property Valuation. Contact the Department of Property Valuation, Division of State Valuation, for instructions.

**SUBMIT ONE ORIGINAL COPY—DO NOT SEND ADDITIONAL COPIES**