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DEPARTMENT OF BUSINESS AND INDUSTRY

NEVADA TRANSPORTATION AUTHORITY

February 11, 2016

To All Fully Regulated Motor Carriers:

2015 Annual Reports must be submitted to the Nevada Transportation Authority (NTA) **no later than May 15, 2016. Carriers who fail to file the Annual Report by its due date will be cited for failure to file timely.**

The forms and instructions for filing your Annual Report for the 2015 calendar year, as required by NRS 706.167, are located on our website at http://www.nta.nv.gov. The forms and instructions may also be picked up at either of our office locations. If you are unable to download the forms from our website or pick them up from either the Reno or Las Vegas office, you may contact us via telephone at (702) 486-3303 extension 410 and request that the forms be mailed to you. Once completed, please mail or deliver the forms with any necessary attachments, **in triplicate**, to:

State of Nevada
Nevada Transportation Authority
2290 S. Jones Blvd., Suite 110
Las Vegas, NV 89146

Additionally, operators certificated as Contract carriers need to provide a copy of each of the applicable contracts under which Nevada intrastate operations are currently being conducted along with their 2015 Annual Report due May 15, 2016.

Please **retain a copy** of your submission for your files.

The filing of an Annual Report is an important responsibility of every motor carrier holding a certificate of public convenience and necessity or contract permit to operate in Nevada. The penalty for failing to file is severe. Nevada Revised Statute (NRS 706.398) provides that the NTA shall revoke or suspend the certificate of any motor carrier failing to file its Annual Report within a specified period of time.

If you wish to submit your report for a year other than a calendar year (i.e., a fiscal year), NRS 706.167 (3) provides that you may do so if you obtain the prior permission of the NTA. If such permission is granted, all future Annual Reports will be due on the date specified by the NTA. Requests for permission to file Annual Reports for a year other than a calendar year must be made in writing stating the reason for making the request and must be submitted to the

NTA no later than April 15, 2016. Any Annual Report submitted for a year other than a calendar year without prior approval will be rejected and the carrier will be required to resubmit the report prepared on a calendar year basis.

The Annual Report forms reflect operations based on type of authority; Household Goods Mover, Taxi (Outside of Clark County) and Passenger (Non-Taxi). Please read the report instructions carefully prior to completing and submitting your report. The forms are pre-numbered and cross-referenced to the attached instructions in order to provide the preparer clear and precise directions for specific items. Failure to complete the report properly will result in the report being rejected and returned to the carrier for corrections. **The same statutes regarding revocation or suspension of certificates and/or permits of carriers who fail to file an Annual Report also apply to carriers who fail to re-file reports.**

If you have any questions regarding the Annual Report forms or filing deadlines, please do not hesitate to contact me at (702) 486-3303 extension 409.

Sincerely,

Liz Babcock, CPA
Applications Manager