

**GENERAL INFORMATION REGARDING THE ANNUAL FINANCIAL AND  
STATISTICAL DATA FORMS**

1. The Forms 200, 300 and 400 (“Forms”) must be filed with the Cable Division by all cable operators providing service in the Commonwealth at the end of each calendar year. If systems have been sold or traded during the course of the year, the cable operator providing service in the Commonwealth as of January 1<sup>st</sup> of the current year shall submit the Forms.
2. The Forms 200 and 300 (Part A) must be completed by using the Uniform Reporting System (“URS”) specified in Attachment B.
3. The Forms shall be filed with the Cable Division by April 30<sup>th</sup> each year.
4. The Forms must be prepared using information on a statewide, legal entity or system basis. Operators are required to indicate the level of the filing in the field “Reporting Entity.”
5. The words “not applicable” or “N/A” should be used for a question or request for information that does not apply to the respondent.
6. Additional information, schedules or explanations must be clearly labeled and attached to the applicable Form, clearly specifying the question to which the attachment relates.
7. Publicly traded companies must include a Form 10K and a current annual report. Privately held companies must submit an audited set of financial statements.
8. Amounts reported on the Forms, other than average monthly rates, must be rounded to the nearest dollar.
9. Questions regarding the Forms should be directed to Cable Division’s Senior Financial Analyst at (617) 305-3580 or sent via email to [mcable@state.ma.us](mailto:mcable@state.ma.us).