

FEE INFORMATION

New or increased fees

As required by [RCW 43.135.055](#), unless otherwise exempted, fees may only be imposed or increased if approved by the Legislature. If necessary, submit legislation authorizing new fees or fee increases through the agency request legislation process. New fees, extensions of existing fees, and all fee increases, whether or not legislation is required, must be part of the biennial budget submittal using OFM’s Request for New or Increased Fees [form](#). Regardless of fee increases contained in individual DPs, agencies must complete the Excel fee request [form](#) summarizing all fee increases proposed in the 2023–25 biennium. The fee request form must be an ABS attachment at submittal.

5-year fee history spreadsheet to be included as part of agency budget request

Pursuant to RCW [43.88.585](#), OFM must collect a 5-year history of agency fees, which OFM will be collecting annually as part of agency budget submittals. OFM uses this fee information to update the fee database that historically has been maintained at <http://fiscal.wa.gov/Fees.aspx>. All agency-imposed fees must be entered into the Inventory of State Fees [form](#) and uploaded into ABS with the budget submittal when agency budget requests are submitted.

Fee changes in decision packages

Provide justification for any new, extended, or increased fee proposed for the 2023–25 biennium. Include the justification in the decision package (DP) related to the expenditure increase or create a separate DP if not submitting an expenditure increase request. The DP should include the following information:

1. Fee name
2. Current fee rate (FY 2023)
3. Proposed fee rate
 - » FY 2024
 - » FY 2025
4. Incremental rate change for each year
 - » FY 2024
 - » FY 2025
5. Expected implementation date
6. Estimated additional revenue generated by the increase
 - » FY 2024
 - » FY 2025
7. Justification for the increase and discussion of consequences of not increasing the fee
8. Indication of any changes in who pays
9. Indication of any changes in methodology for determining the fee
10. Recommendation Summary (RecSum) code for the related expenditure request, if tied to a budget request
11. Alternatives considered to an increase
12. Indication of whether the fee increase requires a statutory change, i.e., a separate bill. If yes, submit a proposal as part of the agency request legislation process.