Instructions for Completing the Request for Fees or Taxes Form

The spreadsheet is a summary of your fee or tax requests. Fees should be shown at the level for which authorization needs to be provided. Detail should be included in the required decision package. The spreadsheet consists of the following information.

Agency #	Enter the 3 digit agency code on each line. For agencies that submit budgets at program level, also include the program code if it is relevant.
Agency Name	Enter the agency name on each line. Individual agency spreadsheets will be combined in a statewide master, so each fee or tax needs to be identified by agency.
Fee Code [revised 8/14/12]	Enter the 4 digit fee code that you are using for the 2012 Fee Inventory. The 2012 inventory is not due to OFM until September 17, 2012; however, in most cases fee codes will be the same as the 2008 Fee Inventory. In some cases fee codes are being consolidated in consultation with OFM. Although the inventory will be submitted after the budget request, you should know what the fee codes are by the time you submit the budget request. For reference, the 2008 Fee Inventory is available at http://www.ofm.wa.gov/budget/fees/2008/. If the request is for taxing authority, enter "Tax" in the Fee Code column.
Fee Name	Enter the corresponding fee or tax name, or fee group name.
Separate Bill or Budget Bill	New fees require statutory change as do fees that are set in statute. Identify whether a separate bill is required or whether legislative authority for the fee increase can be granted in an appropriation bill.
Z-Draft #	If the fee or tax requires statutory authority, enter the Z-draft number. If you don't have a Z-draft yet, enter "Pending".
New, Increased, Continued	Enter the appropriate identifier for the fee or tax. Continued applies to existing taxes or fees that will sunset without legislative action.
Incremental Revenue GF-S/Other Funds	Enter dollars in thousands for FY 2014 and FY 2015. These dollars should match the revenue submitted with your budget request. Enter dollars in the appropriate columns to identify General Fund-State revenue or Other Funds revenue. In the Explanation column, identify the other accounts.
Tied to Expenditure Change?	Does this tax or fee change request support new or existing expenditures? Is the increase tied to a cut or fund shift?
Fee Payer Position	Who initiated this request: Fee payers or the agency? Do fee payers support the change? Do they oppose it?
Explanation of the Change	Provide context for the change. Include rate changes, methodology changes, the percentage increase, changes in who pays, whether the program is self-supported by fees, and other relevant information.
Comments	If you have additional comments, show them at the bottom of the spreadsheet. Identify the fee code to which the comment relates.|

Do not add or delete columns.

Data will wrap if it is too wide for the column.
If you need more rows, insert them between the heading row and the Comments row.

Questions? Contact your assigned OFM analyst or Kay Baxstrom at kay.baxstrom@ofm.wa.gov or 360 902-0566.