

## Chapter 9

# Fee Information

## 9.1 APPROVAL FOR NEW OR INCREASED FEES

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Whenever possible, agencies are encouraged to request new fees or increase existing fees to make programs self-supporting. This applies both to programs currently not supported by fees, as well as those partially supported by fees.

As required by [RCW 43.135.055](#), unless otherwise exempted, fees may only be imposed or increased if approved by the Legislature. Submit legislation authorizing new fees or fee increases through the agency request legislation process. The Governor's Office will issue specific instructions for agency request legislation in June. Request legislation is not required for any new fee or increased fee if an agency already has existing statutory authority to impose or increase that fee.

New fees, extensions of existing fees, and all fee increases, whether or not legislation is required, must be part of the budget submittal. Submit justification for new, extended, or increased fees using the process described in this chapter.

### Justification for new or increased fee requests.

Provide justification for any new, extended, or increased fee proposed for the 2015-17 biennium. Include the justification in the decision package related to the expenditure increase, or create a separate decision package if not submitting an expenditure increase request. The decision package should include the following information:

1. Fee name
2. Current fee rate (FY 2015)
3. Proposed fee rate
  - ♦ FY 2016
  - ♦ FY 2017
4. Incremental rate change for each year
  - ♦ FY 2016
  - ♦ FY 2017
5. Expected implementation date
6. Estimated additional revenue generated by the increase
  - ♦ FY 2016
  - ♦ FY 2017
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 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, a proposal should be submitted as part of the agency request legislation process.

## 9.2 SUBMITTAL PROCESS

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### **Excel template for fee data.**

An Excel template, available at [Budget Forms](#), captures the requested new, extended, or increased fee data. Instructions for completing the form and an example are also provided. The spreadsheet is a summary of the information provided in your decision package and should be shown at the level for which you need legislative authority. For example, new and renewal licenses should be shown together on the spreadsheet, but if they have different rates, should be detailed in the decision package.

### **Include fee information as part of agency budget request.**

Print and include the decision package and the Excel spreadsheet as part of the agency budget request paper document. Send an electronic copy of the Excel spreadsheet to: [Shane.Hamlin@ofm.wa.gov](mailto:Shane.Hamlin@ofm.wa.gov)

Some fee increases will not match up to expenditure changes on the Recommendation Summary, examples include fees necessary to support the 2015-17 carry-forward level or fees that support non-budgeted funds. Regardless, justification for new fees and **all** fee increases must be submitted as part of the agency budget request document.