

Instructions for Completing the Request for New or Increased Fees Form

The spreadsheet consists of the following information.

Agency # and Name	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.
Fee Code	Enter the 4 digit fee code from the 2008 Fee Inventory
Fee Name	Enter the corresponding fee name
Statutory Change Required?	New fees require statutory change as do fees that are set in statute. Enter "Yes" if statutory change is required to establish or increase the fee. Enter "No" if the fee can be changed administratively. These later fees still require legislative approval, but not in the form of statutory change.
Proposed New for 2011-13?	Enter "New" for a new fee. Leave blank for an existing fee.
Incremental Revenue	Enter dollars <u>in thousands</u> for FY 2012 and FY 2013. These dollars should match the revenue submitted with your budget request.
GFS/Other	Indicate if the revenue is deposited into the General Fund-State account or into another account. Options are GFS, Other, or Both
OFM Decision	To be filled in by OFM
Comments	If you have 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.