

## CHAPTER 8

# FEE INFORMATION

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### Approval for new or increased fees

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

As required by RCW [43.135.055](#), unless otherwise exempted, fees may be imposed or increased only 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 instructions for agency request legislation in mid July. Request legislation is not required for any new fee or increased fee if an agency already has statutory authority to impose or increase that fee.

New fees, extensions of existing fees and all fee increases, whether legislation is required or not, 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 2019–21 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 2019)
3. Proposed fee rate
  - » FY 2020
  - » FY 2021
4. Incremental rate change for each year
  - » FY 2020
  - » FY 2021
5. Expected implementation date
6. Estimated additional revenue generated by the increase
  - » FY 2020
  - » FY 2021
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.

## Submittal process

An Excel [template](#) captures the requested new, extended or increased fee data. Instructions for completing the template and an example are included. The spreadsheet is a summary of the information provided in your DP and should show the level for which you need legislative authority. For example, include new and renewal licenses together on the spreadsheet, but detail different rates in the DP.

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

Regardless of fee increases contained in individual DPs, agencies must complete the Excel fee request [form](#) summarizing all fee increases proposed in the 2019-21 biennium. The fee request form must be an ABS attachment at submittal. Send an electronic copy of the Excel spreadsheet to [Bill Hesketh](#).

Some fee increases will not match up to expenditure changes on the RecSum. Examples are fees necessary to support the 2019–21 carry-forward level or fees that support nonbudgeted funds. Regardless, you must submit justification for new fees and *all* fee increases as part of the agency budget request.