

March 3, 2006

Subject: Your Regulatory Fees and Annual Report are Due May 1

State law requires you to pay a regulatory fee and file an annual report with the Washington Utilities and Transportation Commission.

What is required of me?

By May 1, you must:

- Pay your 2006 regulatory fee
- Complete and file the enclosed 2005 annual report form

Where do I mail the regulatory-fee payment and completed annual-report form?

Washington Utilities and Transportation Commission
PO Box 47250
Olympia, WA 98504-7250

Can I apply for an extension if I am unable to pay the fee and file the report by May 1?

Yes, however, you're required to provide a valid reason in writing to the commission by April 12. You will be notified if your extension is approved or denied.

What happens if I fail to pay regulatory fees and file my annual report by May 1?

If you haven't been granted an extension, you will incur:

- a 2 percent penalty on the amount due
- a 1 percent monthly interest charge on the unpaid balance

Failure to pay regulatory fees and file your annual report by May 1 could also result in cancellation of your permit to operate in Washington. This is the only notice you will receive from the commission reminding you to pay your regulatory fees and file your annual reports.

Who do I contact if I have questions?

You may call 360-664-1201 or e-mail us at: annualreports@wutc.wa.gov. If you need this information in an alternate format, please call 360-664-1133. TTY Toll Free phone number is 1-800-416-5289.

Sincerely,

Carole J. Washburn
Executive Secretary

Enclosures