

**AUTO TRANSPORTATION COMPANIES
2015
ANNUAL REPORT**

FOR

(NAME UNDER WHICH CORPORATION, PARTNERSHIP, OR INDIVIDUAL IS DOING BUSINESS)

(OFFICIAL MAILING ADDRESS)

(CITY)

(STATE)

(ZIP)

Please check if address listed above is an updated address

Report Year Ended: December 31, 2015

Inquiries concerning this Annual Report should be addressed to:

Name/Title: _____
Address: _____
City: _____
State/Zip: _____
Telephone: _____
Email: _____

SUBMIT TO:
WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION
PO Box 47250
Olympia, WA 98504-7250

File online: www.utc.wa.gov



REPORT MUST BE RECEIVED NO LATER THAN MAY 2, 2016

Please refer to the Instructions for Completing the Annual Report on Page 2

INSTRUCTIONS FOR ANNUAL REPORT COMPLETION

Commission Authority

The purpose of this form is to collect financial and operational information from auto transportation and charter companies regulated by the Washington Utilities and Transportation Commission (UTC). The commission's authority for requiring this report is found in RCW 81.04.080. This report is a non-confidential public use form.

Certification

The Annual Report Certification must be signed by an authorized officer, partner or owner.

Regulatory Fees

Regulatory fees are set by commission order A-140166.

Deadlines and Penalties

All auto transportation and charter companies regulated by the UTC are required to complete this form, including all schedules. Failure to complete all schedules will result in the report being considered incomplete and subject to penalties. Completed forms and regulatory fee payments must be received by the UTC no later than **May 2, 2016**. Failure to file the annual report by the above deadline will result in a financial penalty of \$100 for each business day after May 2. Failure to pay the regulatory fees by the above deadline will result in a 2 percent penalty on the amount due and a 1 percent monthly interest charge on the unpaid balance.

Extension Requests

You may file a written request for an extension to file the completed annual report; however, the commission will not extend the deadline for paying regulatory fees. Any extension request must be filed with the commission by **April 15, 2016**, and must state a valid reason for why the extension is needed and identify a specific date which the report will be filed with the commission. The commission will notify you by April 30 whether your request is approved or denied. Even if your request is approved, you will still be liable for penalties and interest payments if you fail to pay your regulatory fees by May 2. To file your extension request online visit:

<http://www.utc.wa.gov/docs/Pages/ElectronicFiling.aspx>

No longer operating in Washington

You may cancel your registration or permit by using the Voluntary Cancellation Form available at:

<http://www.utc.wa.gov/regulatedIndustries/transportation/charterBuses/Pages/default.aspx>

However, if your company operated in Washington at any time during the 2015 calendar year, you must pay regulatory fees and file a closing annual report based on the months of operation during 2015.

Confidential Status

Auto transportation and charter/excursion companies are not permitted to file annual report documents as confidential. If a company regulated under RCW Title 81 submits its annual report or fee sheet as confidential, the commission will reject that submission and will not consider the report to be filed until the date the company submits the report and all required documents and information without any designation of confidentiality. If that date is after May 2, the company will be subject to the penalties described above. The commission will not disclose credit card information, if included, on the Payment Information Page or via online filing.

Electronic Filing and Payment

To obtain an electronic format of the report, submit a report online or pay your regulatory fees online visit:

www.utc.wa.gov/regulatedindustries/pages/annualreports

Staff Contact

Kim Anderson at (360) 664-1153 or kanderso@utc.wa.gov

TTY Toll-Free phone number 1-800-416-5289

ANNUAL REPORT CERTIFICATION

(PLEASE VERIFY THAT ALL SCHEDULES ARE ACCURATE AND COMPLETE BEFORE SIGNING)

I, the undersigned _____
Responsible Account Officer (Please Print)

of _____
Name of Company

have examined the foregoing report; that, to the best of my knowledge and belief, all statement of fact contained in said report are true and said report is a correct statement of the business and affairs of the above-named respondent in respect to each and every matter set forth therein during the period from January 1, 2015, to December 31, 2015, inclusive.

Title
(please print)

Signature
(please type if filing electronically)

Telephone Number

Date

GENERAL INFORMATION

Washington Unified Business Identifier (UBI) No.: _____
(If you do not know your UBI No. please contact Business Licensing Service at 1-800-451-7985 or BLS@dor.wa.gov)

Business Structure (please check the appropriate designation):

Individual / Sole Proprietor Partnership Other (LP, LLP, LLC) Corporation Nonprofit Corporation

List the name, title, and percentage of partner's share or stock distribution for major stockholders. If LLC, list members and percentage of ownership.

Name	Title	Percent / Shares / Stock / Ownership

SCHEDULE 1

(complete all information for the year 2015)

Staff Contact Information

Safety Director Name: _____ Phone: _____

Customer Service
Contact Name: _____ Phone: _____

Recordable Intrastate and Interstate Accidents

Recordable Accidents	Intrastate	Interstate
A fatality		
An injury to a person requiring immediate treatment away from the scene of the accident		
Disabling damage to a vehicle, requiring it to be towed from the accident scene		
Total Recordable Accidents		

Vehicle and Mileage Information

Driver and Vehicle Information		Mileage Information	
Commercial motor vehicle drivers employed		Total Operating Miles	
# of vehicles 16 passengers or less		Intrastate	
# of vehicles 17 passengers or more		Interstate	

Intrastate: Trips that operate exclusive within WA
Interstate: Trips that operate outside of WA

General Operations

Terminal Facilities - Auto Transportation Authority Only

List each terminal and location located in Washington state:

**SCHEDULE 2
AUTO TRANSPORTATION COMPANY REVENUES**

(this schedule is mandatory for Auto Transportation companies)

Line #	OPERATING REVENUES	Amount
1	Passenger Revenue	
2	Express and Baggage Revenue	
3	Other Operating Revenue (specify on separate page)	
4	Total Operating Revenues (Enter on Regulatory Fee Calculation Schedule Line 1)	

**SCHEDULE 3
OPERATING STATISTICS**

(This schedule is for auto-transportation authority only)

OPERATIONS

(list individually for each regulated route operated and provide separate sheets if required)

<i>Not applicable if exclusively door-to-door by reservation</i>	Route 1	Route 2	Route 3	Route 4	Route 5
Number of terminals between stops					
Total number of trips annually for each route					
Total passengers carried annually per route					

<i>Door-to-door by reservation</i>	2015
Annual total number of trips	
Annual total passengers carried	

FUEL

Fuel Surcharge revenue; regulated business:

2015	Column 1	Column 2	Column 3
Fuel Type	Total Annual Dollars Purchased	Total Annual Gallon Equivalents Purchased	Average Annual Price per Gallon Equivalent (Column 1 divided by Column 2)
Diesel			
Unleaded Gasoline			
Compressed Natural Gas (CNG)			
Propane			
Other (explain below)			

Other: _____

SCHEDULE 4
BALANCE SHEET - TOTAL COMPANY

(This schedule is for auto-transportation authority only)

Line	Account Name	Current Year
(L)	(b)	(c)
Current Assets:		
1	Cash and Working Funds	
2	Accounts Receivable	
3	Materials and Supplies	
4	Other Current Assets	
5	Total Current Assets	
Tangible Property:		
6	Operating Property	
7	Less: Accumulated Depreciation	
8	Net Operating Property	
9	Non-Operating Property	
10	Less: Accumulated Depreciation	
11	Net Non-Operating Property	
12	Total Net Tangible Property	
Intangible Property:		
13	Organization, Franchises, and Permits	
14	Accumulated Amortization-Credit	
15	Total Net Intangible Property	
16	Total Assets (Add Lines 5, 12 and 15)	
Current Liabilities:		
17	Notes Payable	
18	Accounts Payable	
19	Current Portion of Long Term Debt (Equip. and Other)	
20	Other Current Liabilities	
21	Total Current Liabilities	
Long Term Debt After 1 Year:		
22	Equipment Obligations	
23	Other Long Term Debt	
24	Total Long Term Debt Due After 1 year	
25	Total Liabilities (Add Lines 21 and 24)	
Shareholder's and Proprietor's Equity:		
26	Capital Stock	
27	Capital Stock	
28	Paid in Capital in Excess of Par	
29	Other Capital	
30	Total Capital Stock	
31	Retained Earnings	
32	Total Equity (Add Lines 30 and 31)	
33	Total Liabilities and Equity (Add Lines 25 and 32)	

REGULATORY FEE CALCULATION SCHEDULE

Due May 2, 2016

Company Name: _____

Annual Report Year
2015

In accordance with RCW 81.24.020 and 81.70.350 "Regulatory Fees", the Commission requires auto transportation companies and charter and excursion carriers to file reports of gross intrastate revenue and number of vehicles operated and pay fees on that revenue and sum of vehicles operated respectively. Every company subject to regulation shall file with the Commission a statement under oath and pay to the commission fees as instructed below.

Regulatory Fee Calculations - Auto Transportation Authority

- 1 Total Gross Intrastate Operating Revenue** (From Schedule 2, Line 4) _____
- 2 If Line 1 is UNDER \$5000, enter ZERO _____
- 3 If Line 1 is OVER \$5000, enter amount from Line 1 x 0.4% _____ x 0.004 _____
- 4 Auto Transportation Regulatory Fees owed (Line 2 or 3, whichever is applicable) _____

Agency Use Only 001-111-0268-230-01

Mileage Fees - Auto Transportation Authority

	Vehicle Miles			Fee Calculation		
	Vehicle Propulsion	Total	Interstate Miles	Intrastate Miles	Rate Per Mile	Amount Owed
5	Gasoline			x	0.0015	=
6	Other Fuel			x	0.0020	=
7	Total Washington Motor Vehicle Fund Fees owed (Line 5 plus Line 6)					

Agency Use Only 001-108-0170-230-13

Penalty & Interest Calculations - Auto Transportation Authority

- 8 Penalties on Regulatory Fees being paid after **May 2**
- 9 Enter amount from Line 4 x 2% _____ x 0.02 _____
- 10 Interest on Regulatory Fees being paid after **May 31**
- 11 Amount from Line 4 x Number of months past May 31 x 1% _____ x _____ x 0.01 _____
- 12 Penalties on Vehicle Mileage Fees being paid after May 2
- 13 Enter amount from Line 7 (Per RCW 46.16.125) _____ x 1.00 _____
- 14 Total Penalties and Interest owed (all lines 9, 11 and 13) _____

Agency Use Only 001-111-0268-230-11

****Note:** Gross Washington intrastate operating revenue is defined as all revenue collected for the year from rates under tariffs and contracts on file at the Washington Utilities and Transportation Commission. The revenues subject to the Commission's regulatory fees are gross Washington intrastate revenues before deductions for uncollectibles, unbillables, or the payment of state and federal taxes, i.e. "Gross Revenues" means before any deductions from

COMMISSION USE ONLY

Reception #: _____	001-111-0268-230-01 _____
Reference: <u>AR2015</u>	001-111-0268-230-11 _____
Payment ID: _____	001-108-0170-230-13 _____
	001-111-0268-032-20 _____
	001R-111-0268-032-20 (_____)
	Total Paid: _____

PAYMENT INFORMATION

The commission accepts the following methods of payment:

- Cash (in-person at commission)
- Check (must be in US Funds)
- Online payments* (ACH, American Express, Discover/Novus, Mastercard, Visa)
- Pay-by-phone (credit card payments only) at (360) 664-1349

**Please note: A convenience fee of 2.5 percent (minimum of \$3.95) is charged by Official Payments for using the credit card processing service.*

To pay online visit:

<https://fortress.wa.gov/wutc/utcweb/regulatedIndustries/Pages/onlinepayments.as>

FILING YOUR REPORT

All annual reports and regulatory fees must be received by the commission no later than May 1 each year (or the following business day if May 1 lands on a weekend). Postmark dates are not considered the date received. It is strongly recommended to use a mail delivery service, such as certified mail via USPS, with delivery confirmation or filing online to receive an email notification of receipt.

Reports may be mailed, faxed, delivered in person or submitted online:

- Mail to: *(recommend via certified mail no later than April 15 to ensure timely delivery)*
Utilities and Transportation Commission
PO Box 47250
Olympia, WA 98504
- Physical Address for express delivery services (Fedex, UPS):
1300 S. Evergreen Park Dr. S.W.
Olympia, WA 98504
- Fax to: (360) 664-1289 *(Contact commission staff below to verify receipt)*
- File online using the commission e-file system: *(System will generate automatic email receipt)*
<https://fortress.wa.gov/wutc/utcweb/docs/Pages/ElectronicFiling.asp>

NEED MORE ASSISTANCE?

For more information about annual reports please reference the Annual Report FAQ document at the website below or contact Kim Anderson at (360) 664-1153 or kanderso@utc.wa.gov.

<https://fortress.wa.gov/wutc/utcweb/regulatedindustries/Pages/annualReports.aspx>