

**AUTO TRANSPORTATION COMPANIES**  
**Approved to Operate Under Flexible Fares**  
**CHARTER & EXCURSION CARRIERS**  
**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](http://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/regulatingIndustries/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 1, 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/regulatingIndustries/pages/annualreports](http://www.utc.wa.gov/regulatingIndustries/pages/annualreports)

### ***Staff Contact***

Kim Anderson at (360) 664-1153 or [kanderso@utc.wa.gov](mailto: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	
	Auto-Trans	Charter	Auto-Trans	Charter
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				
<b>Total Recordable Accidents</b>				

## Vehicle and Mileage Information - Auto Transportation Authority Only

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*

## Mileage Information - Charter & Excursion Authority Only

Did you provide charter bus operations for any Washington School Districts during 2014?

Yes       No

Mileage Information	
Total Operating Miles	
Intrastate	
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 3  
REVENUES**

(this schedule is mandatory for Auto Transportation companies)

Gross intrastate revenue reported to the State Department of Revenue: \_\_\_\_\_

**SCHEDULE 4  
OPERATING STATISTICS**

**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	

**REGULATORY FEE CALCULATION SCHEDULE**  
**Due May 1, 2015**

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 intrstate 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 (Approved for Flexible Fares)**

- 1 Total Gross Intrastate Operating Revenue (From Schedule 3) \_\_\_\_\_
- 2 If Line 1 is UNDER \$5000, enter ZERO (skip to Charter Regulatory Fee) \_\_\_\_\_
- 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 (Approved for Flexible Fares)**

	<i>Fees due WA Motor Vehicle Fund</i>	<i>Vehicle Miles</i>			<i>Fee Calculation (Intrastate Miles x Rate Per Mile)</i>	
	<b>Vehicle Propulsion</b>	<b>Total</b>	<b>Interstate Miles</b>	<b>Intrastate Miles</b>	<b>Rate Per Mile</b>	<b>Amount Owed</b>
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 (Approved for Flexible Fares)**

- 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

**\*\*\*Continue on Next Page\*\*\***

**REGULATORY FEE CALCULATION SCHEDULED (CONT'D)**

Company Name: \_\_\_\_\_

Annual Report Year  
**2015**

**Regulatory Fee Calculation - Charter Authority**

15 Total number of vehicles used for intrastate charter & excursion operations for operating year	_____	x \$25.00	_____
16 Regulatory Fee for Operated Vehicles (Line 15)	_____		_____
		<i>Agency Use Only</i>	001-111-0268-232-01
17 Penalty on regulatory fees paid after May 2			
18 Enter amount from Line 16 x 2%	_____	x 0.02	_____
19 Interest on regulatory fees paid after May 31			
20 Amount from Line 16 x number of months past May 31 x 1%	_____	x _____	x 0.01 _____
21 Total penalties and interest due (add lines 18 and 20)			_____
		<i>Agency Use Only</i>	001-111-0268-232-11

**FEE SUMMARY**

	Auto-Trans	Charter	
22 Total regulatory fees	Line 4	Line 16	
23 Total mileage fees	Line 7		
24 Total penalties and interest	Line 14	Line 21	
25 <b>GRAND TOTAL</b>	Total (A):	Total (B):	= <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span> Add Total (A) & Total (B)

**\*\*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 Revenue Receipts.

**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 _____
	001-111-0268-232-01 _____
	001-111-0268-232-11 _____
	001-111-0268-032-20 _____
	001R-111-0268-032-20 ( _____ )
	Total Paid: _____

**End Regulatory Fee Calculation Schedule**

## 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](mailto:kanderso@utc.wa.gov).

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