

**PRIVATE NONPROFIT SPECIAL NEEDS
TRANSPORTATION PROVIDERS
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 nonprofit transportation providers 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.

Regulatory Fees

Regulatory fees are set by commission order A-140166.

Certification

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

Deadlines and Penalties

All nonprofit transportation providers 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, 2015**. 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 29 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:

www.utc.wa.gov/regulatedindustries/transportation/nonprofitbuses/pages

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

Confidential Status

Nonprofit special needs providers 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.

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

Amber George at (360) 664-1156 or ageorge@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)

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 number of recordable accidents		

Vehicle and Mileage Information

Mileage Information	
Total Operating Miles	
Intrastate	<i>Intrastate: Trips that operate exclusively within WA</i>
Interstate	<i>Interstate: Trips that operate outside of WA</i>

Vehicles Operated

Indicate vehicles operated during the preceding year under certificate issued by the UTC to provide transportation services (for compensation) for persons with special transportation needs. If more space needed, please attach an additional schedule containing the required information listed below.

Year	Make	Model	Passenger Seating Capacity	Number of Vehicles
Total Vehicles Operated				

Primary Source of Compensation

Check all that apply and provide a brief description

- Grants or Contracts _____

- Passenger Fares _____

- Other _____

REGULATORY FEE CALCULATION SCHEDULE

Due May 2, 2016

Company Name: _____

Annual Report Year
2015

In accordance with RCW 81.66.030 "Regulatory Fees", the Commission requires Private Nonprofit Special Needs Transportation Providers to file reports the number of vehicles operated by said company at any time during the calendar year and pay the sum of ten dollars annually for each vehicle operated. Every company subject to regulation shall file with the Commission a statement under oath and pay to the Commission a fee as instructed below. There is no minimum fee.

Regulatory Fee Calculations

1 Total Number of vehicles operated at any time during the regulatory year _____

2 Total Regulatory Fees owed (enter amount from Line 1) _____ x \$10.00 _____

Agency Use Only 001-111-0268-231-01

Penalty & Interest Calculations

3 Penalties on Regulatory Fees being paid after **May 2**

4 Total Penalties on Regulatory Fees owed (enter amount from Line 2 x 2%) _____ x 0.02 _____

5 Interest on Regulatory Fees being paid after **May 31**

6 Amount from Line 2 x Number of month past May 31 x 1% _____ x _____ x 0.01 _____

7 Total Penalties and Interest owed (Line 4 plus Line 6) _____

8 Total Regulatory, Penalties and Interest Fees Due (Line 2 plus Line 7) _____

Agency Use Only 001-111-0268-231-11

COMMISSION USE ONLY

Reception #: _____ 001-111-0268-231-01 _____

Reference: AR2015 _____ 001-111-0268-231-11 _____

Payment ID: _____ 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 Amber George at (360) 664-1156 or ageorge@utc.wa.gov.

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