

REQUEST FOR FEE INCREASE/ESTABLISHMENT/DECREASE

PART 1 (State agencies: Complete when requesting authority to increase or establish fees, or when notifying DAS of a fee decrease.)

Date received:

Agency Name: _____ Agency Number: _____

Division/Program: _____ Contact: _____
(Name and phone number.)

Check one:
 Fee Increase Fee Establishment Fee Decrease Statutory Authority for fee: _____

Please check all statements that apply and provide the anticipated date(s) below:

Date proposed rule(s), or rule(s) change, to be filed with the Secretary of State: _____

Anticipated rule adoption date: _____ Date of last increase: _____

Date fee schedule becomes effective: _____ Date of last decrease: _____

Date of proposed E-Board Action: _____

Description of fee to be increased, established, or decreased and "who pays": (additional space provided on back)	Current Fee	Proposed Fee	Difference	*Impact on Current Biennial Revenue	*Impact on Upcoming Biennial Revenue

Explanation of need for increase, decrease, or new fee:

Approved: Denied: Date: ____/____/____

By: _____
Director, Department of Administrative Services

Reviewed by: _____

PART 2 (State agencies: Complete following rule adoption or fee effective date.)

Administrative Rule Reference: _____ Date rule adopted or fee effective: ____/____/____**

Actual fee amount(s) adopted: _____

Authorized agency signature: _____ Date: ____/____/____

* Attached detailed worksheet showing calculations used to determine impact on current and upcoming biennia.

**** Form must be returned to DAS within 10 days of the date rule is adopted or fee is effective.**

Note: Approval good only through July 1 of the next odd-numbered year or sine die, whichever is later, unless approved in substantive legislation by the Regular Session of the Legislative Assembly.

Description of fee to be increased, established, or decreased and "who pays":	Current Fee	Proposed Fee	Difference	Impact on Current Biennial Revenue:	*Impact on Upcoming Biennial Revenue
Total					

* Attach detailed worksheet showing calculations used to determine impact on current and upcoming biennia.