

ATTACHMENT B

Dear Regulated Company:

The 2023 annual reports are available for download on the Washington Utilities and Transportation Commission's (UTC) website. This is the only notice you will receive from the UTC.

A complete annual report and regulatory fees payment must be received by the UTC no later than **May 1, 2024**. Postmarked dates are not considered the date received. **Please note**, if May 1 falls on a weekend, unless you are filing your report and making your payment electronically, you must make sure your report and payment reaches the UTC offices **the business day before May 1**. Failure to file a complete annual report and pay regulatory fees by May 1 will result in penalties as defined in Revised Code of Washington (RCW) 80.04.080 (Utilities) or 81.04.080 (Transportation).

Information regarding annual reports are found on the UTC's website annual report page: [Click here](#)

The annual report web page will allow you to:

- [Obtain Excel versions of annual report forms](#)
- [File your report electronically](#); and
- [Submit online payment of regulatory fees](#)

If you have any questions regarding the annual report process, need assistance with identifying the proper report to file, or have questions regarding information on the report, please email annualreporting@utc.wa.gov or call (360) 664-1157 and leave a voicemail if your call is not immediately answered.

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