

## Instructions for Completing the UD-16 Mkt Reg Inspection Fee Form

1. Go to <http://www.tn.gov/tra/>
2. On the middle of the page find the section entitled Forms

### Forms

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3. Under the forms section, click **2016 UD16 Mkt Reg (Excel)**. This is not an online form. You must save the form to your computer.
4. Open the form in Excel. Note: To function properly, the form requires that Excel macros be enabled. If prompted, click **Enable Macros or Enable Content**.
5. Find the drop box titled **Select Your UD16 Company Name**. Click the down arrow, and a list of UD16 Market Regulated company names will be provided. When you find your company, click that name, and it will place your **company name, company id, and 2011 assessed inspection fee** amount on the form.
  - a. Macros may be disabled if you do not see a list of companies.
  - b. If you do not see your company name, your company may be a **UD16 Non Market Regulated** company.
    - i. Go back to the forms section on the TRA website and click **2016 UD16 Non-Mkt Reg (Excel)**
    - ii. This is not an online form . Save the form to your computer.
    - iii. Open the form and check for your company name in the drop box.
    - iv. If not found on either form, please call Chris Eaton at 615-770-6990.
6. Go to line one of the form that says **Gross Receipts from Tennessee Intrastate Operations** and enter the total amount of gross receipts for sales in Tennessee during the 2016 calendar year.
7. The form will calculate the amount you owe.
8. Enter the required information, name, title, email address, etc. at the bottom of the form.
9. Print the form
10. Make a check payable to the **Tennessee Regulatory Authority** for the amount calculated on line six of the form.
11. Mail the check along with the completed form to:

Attn: Chris Eaton, Fiscal Officer  
Tennessee Regulatory Authority  
502 Deaderick St., 4<sup>th</sup> Floor  
Nashville, TN 37243