

Instructions for Completing the UD-16 Non-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

3. Under the Forms section, click **2016 UD16 Non-Mkt Reg (Excel)**. Save the form to your computer. (This is not an online/web form. You must save the form to your computer, fill it out, and mail it to the TRA.)
4. Open the UD16 form in Excel. Note: To function properly, the form requires that Excel macros be enabled. If prompted, click **Enable Macros**.
5. Find the drop box titled **Select Your UD16 Company Name**. Click the down arrow, and a list of 2016 UD16 Non-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 Mkt Reg company.
 - i. Go back to the forms section and click **2016 UD16 Mkt Reg (Excel)**
 - ii. Save the form to your computer.
 - iii. Open it, 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 the form section entitled **Gross Receipts**
 - i) Find the **Tennessee Intrastate** column
 - ii) Enter the total amount of gross receipts for Local Service, Access, Long Distance and Miscellaneous for Tennessee during the 2016 calendar year. The form will calculate the total amount of **Tennessee Intrastate Gross Receipts**.
 - iii) Enter the total **Tennessee Intrastate Gross Receipts** on **Line 1** of the form.
7. The form will calculate the **Amount Owed** on **Line 6** of the form.
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