

Instructions for Completing the UD-18 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 UD18 (Excel)**. 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**.
5. Find the form drop box titled **Select Your UD18 Company Name**. Click the down arrow, and a list of UD 18 company names will be provided. When you find your company, click that name, and your company name and company id will be placed on the form. (If you do not see a drop down list of UD18 companies , Excel macros may be disabled.)
6. Go to the line of the form that says **Number of Active Gas Services** and enter the number of gas meters you had active as of 12/31/16.
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 calculated amount
11. Mail the check along with the completed form to:

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