

Instructions for Completing the UD-20 Inspection Fee Form

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

Forms

3. Under the forms section click 2016 UD20 (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 drop box titled **Select Your UD20 Company Name**. Click the down arrow, and a list of UD20 company names will be provided. When you find your company, click that name, and it will place your company name and company id on the form. If you do not see a list of UD 16 companies, Excel macros may be disabled.
6. Under **Energy and Water Gross Receipts IN TENNESSEE**, enter the amount of gross receipts in Tennessee for calendar year 2016 on the appropriate line for gas, electric, water, or miscellaneous revenues.
7. The form will calculate the amount you owe.
8. Enter the required information, name, title, 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 on line 5 of the form – TOTAL INSPECTION FEE.
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