
(1) Licensees must complete the report in the format we require; and 

(2) We must receive the completed report, or the report must be postmarked, no later than thirty days after the end of the reporting period; and 

(3) The highest ranking executive officer or designee must sign the report. If someone other than the licensee or an employee prepares the report, the preparer must print his or her name and phone number on the report; and 

(4) Prior to July 1, 2018, licensees must report activities for: 
(a) January 1 through June 30; and 
(b) July 1 through December 31; and 

(5) Beginning July 1, 2018, reports required by this section must be submitted quarterly, as set forth in WAC 230-05-102; and 

(6) Licensees must submit a report for any period of time their license was valid. If licensees do not renew, they must submit a report for the period between the previous report they filed and the date their license expired. 

[Statutory Authority: RCW 9.46.070. WSR 18-05-029, § 230-15-200, filed 2/9/18, effective 7/1/18; WSR 07-09-033 (Order 608), § 230-15-200, filed 4/10/07, effective 1/1/08.]