**Adult Family Home (AFH) Information Sheet**

Annual Fees

**Review** [**Chapter 388-76 WAC**](https://app.leg.wa.gov/wac/default.aspx?cite=388-76&full=true) **for current licensing requirements**

**Q: When is my annual fee billing statement mailed?**

A: Billing statements are mailed on the 15th of each month 60 days prior to your license anniversary month.

Example: You were licensed on July 20, 2021, therefore, your license anniversary month is July and your billing statement will be mailed on May 15th each year.

**Q: Who should I make my check payable to?**

A: Make your check payable to DSHS.

**Q: Where do I mail my payment?**

A: Send your check to: DSHS

Office of Financial Recovery

 P.O. Box 9501

 Olympia, WA 98507-9501

**Q: What do I do if I don’t have the tear-off coupon from the billing statement?**

A: Write the words “Annual Fee” and your AFH license number on your check to ensure proper posting to your account.

**Q: Can I pay the AFH annual fee over the telephone using my debit or credit card?**

A: No. Currently payments must be in the form of a personal check, business check,

 cashier’s check or money order.

For further information, see [WAC 388-76-10025](http://apps.leg.wa.gov/wac/default.aspx?cite=388-76-10025) and [RCW 70.128.060](http://apps.leg.wa.gov/RCW/default.aspx?cite=70.128.060).

*(Updated October, 2021)*