

## Municipal Treasurers

### Instructions for filling in State Treasurer's Court Revenue Remittance Form

***Fines, Fees, Assessments and Surcharges DUE TO THE STATE TREASURER:***

Row	Revenue Type	Instructions
A	Public Defender \$40 Application Fees	Enter 100% of collections.
B	Body Piercing fines	Enter 100% of collections.
C	Additional \$20 Marriage License Fee	Enter additional \$20 collections.
D	Bond Estreatments	Enter 25% of collections.
E	Boating Under the Influence	Enter 100% of collections
F	Municipal DUS DPS Pullout - \$100	Enter 100% of collections.
G	Municipal Court DUI \$12 Assessment	Enter 100% of collections.
H	Municipal Court DUI \$100 Surcharge	Enter 100% of collections for Spinal Cord Research.
I	Municipal Court DUI DPS Pullout \$100	Enter 100% of collections.
J	Municipal Court Drug Surcharge \$100	Enter 100% of collections.
K	Municipal Law Enforcement Surcharge \$25	Enter 100% of collections.
KA	Municipal Criminal Justice Academy \$5 Surcharge	Enter 100% of collections.
L	Municipal Court Assessments (other than DUI)	Enter 88.84% of collections.
LA	Municipal Traffic Education Program \$140 Application Fee	Enter 90.83% of collections
M	Total due to State Treasurer	Enter total of Column 5 lines A through L. Note Below.

***Assessments and Surcharges (other than DUI) RETAINED BY YOUR OFFICE:***

N	Municipal Court Assessments (other than DUI)	Enter 11.16% of collections.
O	Municipal Court Surcharges (other than DUI SURCHARGES). \$25 per conviction.	Enter 100% of collections.
P	Total Retained For Victim Services	Enter total of Column 5 lines N through O. Notes Below.

Note: These funds are to be accounted for by the local jurisdiction in a separate account specifically for Victims Services and reported for information only to the State Treasurer.

Note: Transfer cases should be assessed at the rates and reported in the line applicable to the court from which the case was transferred.

***Reports are due no later than 5:00pm on the 15th of the month following collection. If interested in ACH, contact the State Treasurer's Office no later than the 15<sup>th</sup> of the month.***

*(Revised 07-01-2008)*