Guidelines for Revised TC-31 Forms

Courts' Responsibilities:

Certify and report collections to the county auditor in the form required by the county auditor as
provided by Government Code (GC) section 24353. The county auditor may require the courts to
prepare their own TC-31s or may choose to report court collections on the county's TC-31. TC-31s
prepared by the courts should be signed by the courts.

Other County Departments' Responsibilities:

Certify and report collections to the county auditor in the form required by the county auditor as
provided by GC section 24353. The county auditor may require departments to prepare their own
TC-31s or may choose to report the departments' collections on the county's TC-31. TC-31 prepared by
a department should be signed by the department head.

County Auditor's Responsibilities:

- Assign remittance advice numbers to all TC-31s. The county auditor may assign a number series for the
 courts (or other departments) to use, or may enter a number on each TC-31 prior to sending it to the
 State Treasurer's Office (STO). Remittance advice numbers must begin with "CO" followed by the
 county's two-digit numeric code. The remaining four digits are the county's choice, but should not be
 duplicated within the same fiscal year.
- Remit all TC-31s to the STO with a check for the total collections as required by GC section 68101. The
 county is encouraged to remit all of the TC-31s together with one check for the total collections.
 However, it is acceptable to remit court or other departments' TC-31s separately from county TC-31s,
 with a check for each.
- If the county auditor includes courts' (or other departments') collections on the county's TC-31, the county auditor's signature certifies only the county auditor's portion of the TC-31. It is assumed that the courts or other departments have provided certification to the county auditor for their portions of the TC-31 as stated above.

Effective Date of Revised TC-31:

• The new TC-31 forms are effective immediately.

TC-31 Process Flowchart

Superior Court may be asked to prepare a TC-31 summarizing trial court collections to be remitted to the State.

Government Code section 24353

County Department Heads may be asked to prepare a TC-31 summarizing their collections to be remitted to the State.

Government Code section 24353

County auditor collects, assigns an RA number, and totals the TC- 31 forms. The county auditor then issues a check equal to the total amount shown on the TC-31 forms and submits them to the State Treasurer's Office.

Government Code section 68101 County auditor may prepare a TC-31 summarizing the county collections to be remitted to the State.

Government Code section 68101

State Treasurer's Office receives and records the check in their system and forwards the TC-31 to the State Controller's Office (SCO). The SCO then records the RA into the appropriate funds.

Government Code section 68101