

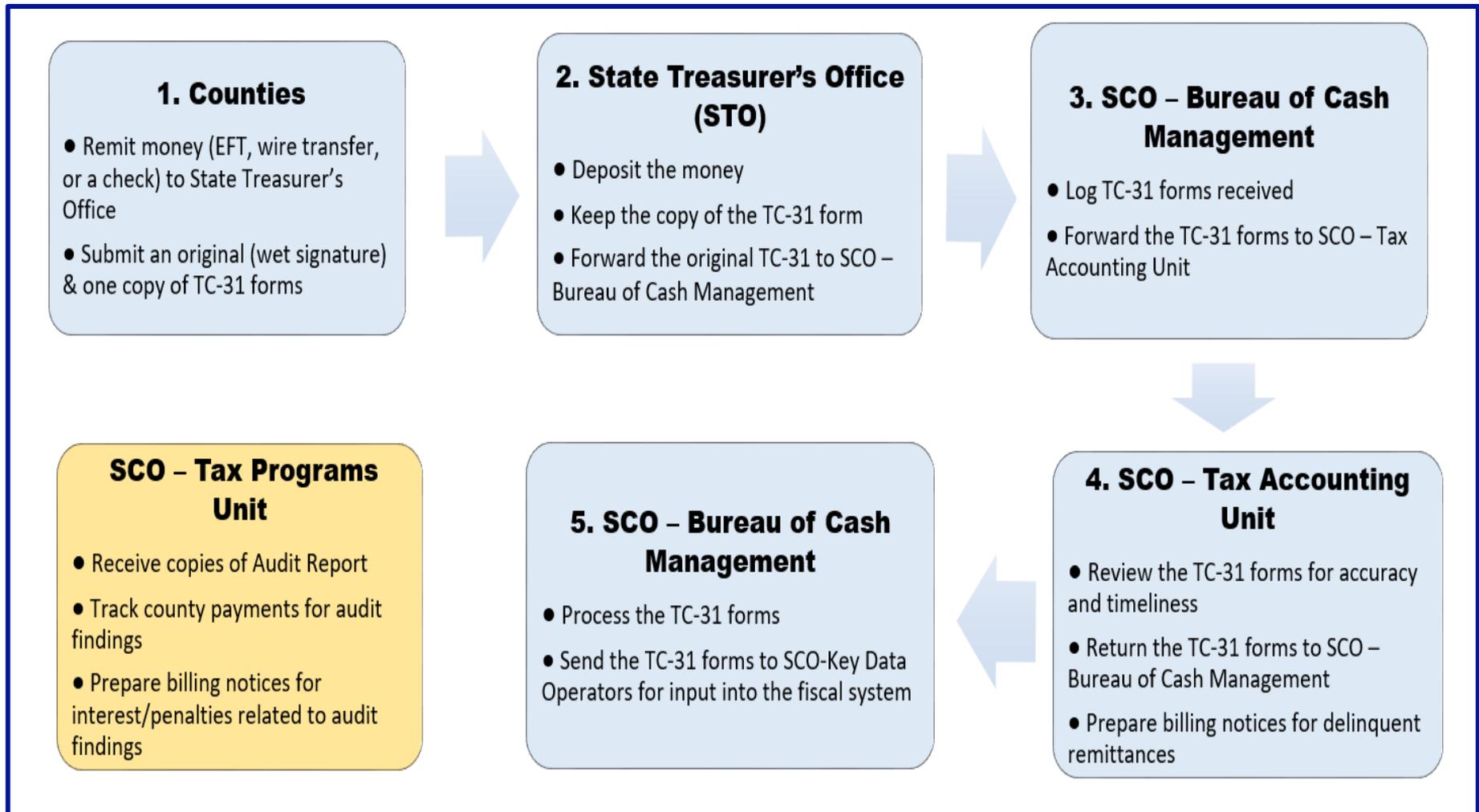
TC-31 Submission Training

Local Government Programs and Services Division



BETTY T. YEE
California State Controller

TC-31 Process



TC-31 Forms

Remittance to the State Treasurer (TC-31) forms can be found at

https://www.sco.ca.gov/Files-ARD-Local/Remittc_tc31.xlsx

COM MONTH		PERMITANCE ADVISE NUMBER		
		CO _____		
REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31 COUNTY NAME - NUMBER: _____ / _____ COLLECTIONS FOR THE MONTH OF (MM / YY): _____ / _____				
FUND	AGENCY	REV CODE	AMOUNT	CODE SECTION & DESCRIPTION
0 0 0 1	0 2 5 0	1 6 1 4 0 3		General Fund - Penal Code 1468.7; AB 3000 - 20% surcharge on criminal fines
0 0 0 1	0 8 2 0	1 3 1 5 0 0		General Fund - Health & Safety 11372.6 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines
0 0 0 1	9 9 9 0	1 3 0 9 0 1		General Fund - Penal Code 290.3 - First Conviction
0 0 0 1	9 9 9 0	1 3 0 9 0 2		General Fund - Penal Code 290.3 - Second & Subsequent Convictions
0 0 0 1	9 9 9 0	1 6 0 5 0 0		General Fund - Health & Safety 11489 - Asset Forfeitures (24%)
0 0 0 1	9 9 9 0	1 6 4 0 0 0		General Fund - Penal Code 1463.22(c) - Uninsured Motorists (\$10 Conviction)
0 0 0 1	9 9 9 0	1 6 4 2 0 1		General Fund - Vehicle Code 40226(d)
0 0 0 1	9 9 9 0	1 6 4 3 0 1		General Fund - Health & Safety 105257 - State penalty on lead abatement fines
0 0 4 4	2 7 4 0	1 1 4 3 0 0		Motor Vehicle Account - Vehicle Code 11208(c); AB 2499 - Traffic violator school (\$3 Certificate of Completion fee)
0 0 4 4	2 7 4 0	1 6 4 0 0 0		Motor Vehicle Account - Penal Code 1463.22(b) - Uninsured motorists (\$3 conviction)
0 1 0 2	3 5 4 0	1 2 5 2 0 0		State Fire Marshall Lic/Cert Fund - Health & Safety 12165 - Explosive Permit Fee
0 1 5 9	0 2 5 0	1 6 4 6 0 2		Trial Court Improvement Fund - Government Code 68090.8 - 2% Automation
0 1 5 9	0 2 5 0	1 6 4 6 0 3		Trial Court Improvement Fund - GO 77205 - 50% Excess
0 2 0 0	3 6 0 0	1 2 5 6 0 0		Fish & Game Preservation Fund - Fish & Game 711.4 - Environmental Document Filing Fees
0 2 0 0	3 6 0 0	1 3 1 0 0 0		Fish & Game Preservation Fund - Fish & Game 13003 - Fish & Game Preservation Fund
0 2 0 0	3 6 0 0	1 3 1 3 0 0		Fish & Game Preservation Fund - Fish & Game 12021, 13005 - Secret Witness Program
0 2 1 4	7 8 7 0	1 3 0 8 0 0		Restitution Fund - Penal Code 1202.4, W&M 730.6
0 2 1 4	7 8 7 0	1 3 0 8 0 3		Restitution Fund - Penal Code 1001.90 - Diversion Restitution Fee
0 2 1 4	7 8 7 0	1 3 0 8 0 6		Restitution Fund - Penal Code 1202.44 - Conditional Sentence Restitution Fines
0 2 1 4	7 8 7 0	1 6 4 4 0 0		Restitution Fund - Penal Code 1463.18 - DUI Fines
TOTAL				
TO STATE CONTROLLER: I hereby certify that the foregoing report, as it relates to the agency/represent, is a correct statement of the State's share of collections deposited for the month stated above in accordance with Section 60101 of the Government Code. Remittance has been made to the State Treasurer.				STATE TREASURER'S ENDORSEMENT
NAME: _____				
OFFICIAL TITLE: _____ DATE: _____				

TC-31 Forms

Local Government Page

Remittance to the State Treasurer (TC-31) forms can be found at

<https://www.sco.ca.gov>

< Home

< State and Local

< Local Government

< Local Government Information and Resources

< Trial Court Revenue Distribution Guidelines

< Additional Resources

TC-31 Forms

Local Government Page

- [Parking Breakout Session PowerPoint Slides](#) 
- [Basic Breakout Session PowerPoint Slides](#) 
- [Specialized Breakout Session PowerPoint Slides](#) 

Frequently Asked Questions

- [Trial Court Revenue Distribution Master FAQs](#) 

Judicial Council Distribution Worksheets

- [Revenue Distribution Worksheets](#) 

Additional Resources

- [Revenue Distribution Training Program Recordings](#) *March 2013
- [Remittance to the State Treasurer \(TC-31\) Accounting Form](#) 
- [Guidelines for Revised TC-31 Forms](#) 

Email List



To receive notification of updates to the *Trial Court Revenue Distribution Guidelines* webpage, [please click here](#).

TC-31 Tips

Tips to remember when completing your TC-31 forms:

- Use a separate Remittance Advice Number for each page of your form, and do not repeat numbers.
- Do not put dollar signs (\$) next to the amounts.

CO#		MONTH		REMITTANCE ADVICE NUMBER	
59		99		CO 59 0513	

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31
 COUNTY NAME - NUMBER: ZENITH 59
 COLLECTIONS FOR THE MONTH OF (Mo / Yr): AUDIT /

FUND	AGENCY	FY	REV / OBJ	AMOUNT	CODE SECTION & DESCRIPTION
0 0 0 1	0 2 5 0	2 0 1 6	1 6 1 4 0 3	1,450.00	General Fund - Penal Code 1465.7, AB 3000 - 20% surcharge on criminal fines
0 0 0 1	0 8 2 0	2 0 1 6	1 3 1 5 0 0	(1,449.99)	General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee, Health & Safety 11502 - State Fines
0 0 0 1	9 9 9 0		1 3 0 9 0 1		General Fund - Penal Code 1465.7 - First Conviction
0 0 0 1	9 9 9 0		1 3 0 9 0 2		General Fund - Penal Code 1465.7 - Subsequent
9 9 1	9 9 9 0		1 6 0 5 0 0		

CO#		MONTH		REMITTANCE ADVICE NUMBER	
59		99		CO 59 0514	

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31
 COUNTY NAME - NUMBER: ZENITH 59
 COLLECTIONS FOR THE MONTH OF (Mo / Yr): AUDIT /

FUND	AGENCY	FY	REV / OBJ	AMOUNT	CODE SECTION & DESCRIPTION
0 2 6 8	8 1 2 0		1 2 5 6 0 0		Peace Officer's Training Fund - Health & Safety 103680(b)
0 5 5 7	3 9 6 0		1 6 4 3 0 0		Hazardous Substance Sub - Health & Safety 25189
0 5 8 7	0 2 5 0		1 6 1 4 0 0		Family Law - Health & Safety 14652
9 9 1	0 8 2 0		2 9 9 5 0 0		

TC-31 Tips

Monthly TC-31 forms should be dated for the month of collection, not the date of remittance.

CO#	MONTH	REMITTANCE ADVICE NUMBER
59	04	CO 59 0509

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31
 COUNTY NAME - NUMBER: ZENITH / 59
 COLLECTIONS FOR THE MONTH OF (Mo / Yr): APRIL / 2020



FUND	AGENCY	FY	REV / OBJ	AMOUNT	DIC	CODE SECTION & DESCRIPTION
0 0 0 1	0 2 5 0	2 0 1 9	1 6 1 4 0 3			General Fund - Penal Code 1465.7; AB 3000 - 20% surcharge on criminal fines
0 0 0 1	0 8 2 0	2 0 1 9	1 3 1 5 0 0			General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines
0 0 0 1	9 9 9 0		1 3 0 9 0 1			General Fund - Penal Code 290.3 - First Conviction
0 0 0 1	9 9 9 0		1 3 0 9 0 2			General Fund - Penal Code 290.3 - Second & Subsequent Convictions
0 0 0 1	0 0 0 0		1 6 0 5 0 0			General Fund - Health & Safety 11489 - Asset Forfeitures (24%)

TC-31s are based on the fiscal year (July 1–June 30); “2019” is the correct entry for FY 2019-20 collections.

TC-31 Tips

If you are remitting due to an audit finding, please use a separate form. Enter “99” as the month code at the top, enter “Audit” in the Month field, and FY range in the Year.

CO#	MONTH	REMITTANCE ADVICE NUMBER
59	99	CO 59 0513

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31

COUNTY NAME - NUMBER: ZENITH 59
 COLLECTIONS FOR THE MONTH OF (Mo / Yr): AUDIT / FY 14/15 TO 17/18

FUND	AGENCY	FY	REV / OBJ	AMOUNT	CODE SECTION & DESCRIPTION
0 0 0 1	0 2 5 0	0 2 0 1 8	1 6 1 4 0 3	12,400.00	General Fund - Penal Code 1465.7, AB 3000 - 20% surcharge on criminal fines - Audit Finding #1
0 0 0 1	0 8 2 0	0 2 0 1 8	1 3 1 5 0 0	12,400.00	General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines - Audit Finding #1
0 0 0 1	9 9 9 0		1 3 0 9 0 1		General Fund - Penal Code 290.3 - First Conviction

Enter the prior fiscal year for non-current remittances, such as audit-related payments.

Enter the “Audit Finding number” based on the Audit Summary.

TC-31 Tips

Submit a copy of the Summary of Audit Findings schedule with the TC-31 form.

Schedule—

Summary of Audit Findings Affecting Remittances to the State Treasurer

July 1, 2014, through June 30, 2018

Finding ¹	Fiscal Year				Total	Reference ²
	2014-15	2015-16	2016-17	2017-18		
Unremitted to the State						
<u>Zenith County</u>						
General Fund – PC 1465.7; AB 3000	\$ 3,000	\$ 2,500	\$ 4,100	\$ 2,800	\$ 12,400	
General Fund - Health & Safety 11372.5 - Criminalist lab Fee' Health & Safety 11502	3,000	2,500	4,100	2,800	12,400	
State Court Facilities Construction Fund – GC §70372(b)	1,000	1,200	2,100	1,400	5,700	
State General Fund (Equipment Violation) – VC §40225(d)	5,000	5,300	7,100	4,000	21,400	
Total Parking Surcharges Unremitted to the State	12,000	11,500	17,400	11,000	51,900	Finding 1
Unremitted to Zenith County (Parking Surcharges)						
<u>City of Zenith</u>						
State Trial Court Trust Fund – GC §76000.3(a)	1,600	1,200	1,400	1,400	5,600	
State General Fund (Equipment Violation) – VC §40225(d)	5,800	2,600	6,700	9,900	25,000	
Total Parking Surcharges Unremitted to Madera County	7,400	3,800	8,100	11,300	30,600	Finding 2
Underremitted to the State						
<u>Zenith County</u>						
State DNA Identification Fund – GC §76104.6	(1,684)	(2,035)	(2,323)	(2,204)	(8,246)	
State DNA Identification Fund – GC §76104.7	4,324	5,115	6,618	6,804	22,861	
Total	2,640	3,080	4,295	4,600	14,615	Finding 3
Total Net-Underremittance to the State	\$ 22,040	\$ 18,380	\$ 29,795	\$ 26,900	\$ 97,115	

TC-31 Tips

If you are remitting for an interest/penalty related to under remittances as a result of an audit finding, enter “99” as the month code at the top, enter “Audit” in the Month field and FY range in the Year. Use the revenue code 161409.

CO# MONTH		REMITTANCE ADVICE NUMBER
59 99		CO 59 0514

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31

COUNTY NAME - NUMBER: ZENITH 59

COLLECTIONS FOR THE MONTH OF (Mo / Yr): AUDIT FY 14/15 to 17/18

FUND	AGENCY	FY	REV / OBJ	AMOUNT	DIC	CODE SECTION & DESCRIPTION
0 9 3 2	0 2 5 0	2 0 1 9	1 6 1 4 0 9	467.14		Trial Court Trust Fund - GC 76000.3 (a) - Additional \$3 Penalty - Audit Finding #1 - Penalty/Interest
3 0 6 6	0 2 5 0	2 0 1 9	1 6 1 4 0 9	59.63		Court Facilities Trust Fund - GC 70353 - Court Facilities MOE - Audit Finding #2 - Penalty/Interest
0 0 0 1	9 9 9 0		1 3 0 9 0 1			General Fund - Penal Code 290.3 - First Conviction

Enter the current fiscal year for interest remittances and “Audit Finding number – Penalty/Interest” in the Description field.

TC-31 Tips

If you are remitting for an interest on delinquent remittances, please use the TC-31 form sent with the letter. Enter "INTEREST" in the month field.

CO#	MONTH	REMITTANCE ADVICE NUMBER
59	02	CO 59 0515

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31

COUNTY NAME - NUMBER: ZENITH 59
 COLLECTIONS FOR THE MONTH OF (Mo / Yr): INTEREST / 2019



FUND	AGENCY	FY	REV / OBJ	AMOUNT	DIC	CODE SECTION & DESCRIPTION
0 1 5 9	0 2 5 0	2 0 1 9	1 6 1 4 0 7	131.13		Penalties for late remittances to Trial Court Improvement Fund
0 9 3 2	0 2 5 0	2 0 1 9	1 6 1 4 0 6	85.10		Penalties for late remittances to Trial Court Trust Fund
3 0 6 6	0 2 5 0	2 0 1 9	1 6 1 4 0 5	93.50		Penalties for late remittances to Court Facilities Trust Fund

Enter the current fiscal year for interest remittances. Appropriate revenue codes for each fund are listed above.

TC-31 Tips

An original signature in blue ink is required on each page.

The image shows two examples of TC-31 forms. Each form has a table of funds and a signature block. The signature blocks are circled in blue ink to highlight the requirement for an original signature.

Agency	Account	Amount	Description
0214	7870	130803	Restitution Fund - Penal Code 1202.4, W&I 730.6
0214	7870	130806	Restitution Fund - Penal Code 1202.44 - Conditional Sentence Restitution Fines
0214	7870	164400	Restitution Fund - Penal Code 1463.18 - DUI Fines
TOTAL		0.01	

STATE TREASURER'S ENDORSEMENT

TO STATE CONTROLLER: I hereby certify that the foregoing report, as it relates to the agency I represent, is a correct statement of the State's share of collections deposited for the month stated above in accordance with Section 68101 of the Government Code. Remittance has been made to the State Treasurer.

(SIGNED) *Jane Doe Smith* 6/14/2018
OFFICIAL TITLE DATE

Agency	Account	Amount	Description
3016	0000	131700	Umbilical Cord Blood Collection Fund - H&S Code 14251(b)(1) - Additional \$2 Fee for Birth Certificate
3037	0250	2016	Missing Persons DNA Database Fund - Penal Code 14251(b)
3037	0250	2016	State Court Facilities Construction Fund - GC 70372(a) - Penalty on criminal fines
0001	0820	2016	General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines
TOTAL		949.99	

STATE TREASURER'S ENDORSEMENT

TO STATE CONTROLLER: I hereby certify that the foregoing report, as it relates to the agency I represent, is a correct statement of the State's share of collections deposited for the month stated above in accordance with Section 68101 of the Government Code. Remittance has been made to the State Treasurer.

(SIGNED) *Jane Doe Smith* 6/14/2018
OFFICIAL TITLE DATE

Remittances are due 45 days after the end of the month in which they are collected. This is not always the 15th of the month (i.e., remittances for April collections are due by June 14th).

TC-31 Tips

The total amount at the bottom of each page must be a positive number. Negative entries must be submitted with supporting documents.

COF MONTH		REMITTANCE ADVISE NUMBER			
59 99		CO 59 0513			
REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31					
COUNTY NAME - NUMBER: ZENITH 59					
COLLECTIONS FOR THE MONTH OF (Mo / Yr): AUDIT					
FUND	AGENCY	FY	OBJ	AMOUNT	DESCRIPTION
0 0 0 1	0 2 5 0	2 0 1 6	1 6 1 4 0 3	1,450.00	General Fund - Penal Code 1465.7, AB 3000 - 20% surcharge on criminal fines
0 0 0 1	0 8 2 0	2 0 1 6	1 3 1 1 0 0	(1,449.99)	General Fund - Health & Safety 11372.5 - Criminalistics Lab Fee; Health & Safety 11502 - State Fines
0 0 0 1	9 9 9 0		1 3 0 9 0 1		General Fund - Penal Code 14600.1 - First Conviction
0 0 0 1	9 9 9 0		1 3 0 9 0 0		General Fund - Penal Code 14600.1 - Second & Subsequent

0 2 5 0	1 6 1 4 0 0	1 6 4 4 0 0	
TOTAL			0.01
STATE TREASURER'S ENDORSEMENT			
TO STATE CONTROLLER: I hereby certify that the foregoing report, as it relates to the agency I represent, is a correct statement of the State's share of collections deposited for the month stated above in accordance with Section 68101 of the Government Code. Remittance has been made to the State Treasurer.			
(SIGNED)	Jane Doe Smith	6/14/2018	
OFFICIAL TITLE		DATE	

3 0 1 6	0 8 2 0	2 0 1 6	1 3 1 7 0 0		
3 0 3 7	0 2 5 0	2 0 1 6	1 6 4 8 0 1	1,500.00	
0 0 0 1	0 8 2 0	2 0 1 6	1 3 1 5 0 0	(550.01)	
TOTAL				949.99	
STATE TREASURER'S ENDORSEMENT					
TO STATE CONTROLLER: I hereby certify that the foregoing report, as it relates to the agency I represent, is a correct statement of the State's share of collections deposited for the month stated above in accordance with Section 68101 of the Government Code. Remittance has been made to the State Treasurer.					
(SIGNED)	Jane Doe Smith	6/14/2018			
OFFICIAL TITLE		DATE			

TC-31 Tips

If you are remitting for the Department of Consumer Affairs, please use the agency code **1111**. (formerly 1110)

CO#	MONTH
59	07

REMITTANCE ADVICE NUMBER
CO 59 0517

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31

COUNTY NAME - NUMBER: ZENITH - 59
 COLLECTIONS FOR THE MONTH OF (Mo / Yr): JULY / 2018

FUND	AGENCY	FY	REV / OBJ	AMOUNT	CODE SECTION & DESCRIPTION
0 6 4 1	0 8 2 0		2 9 9 5 0 0		Domestic Violence Restraining Order Reimbursement Fund - Penal Code 1203.097
0 6 4 2	4 2 6 5		1 3 1 7 0 0		Domestic Violence Training and Education Fund - Penal Code 1203.097
0 7 6 7	1 1 1 1	2 0 1 8	1 3 1 7 0 0	2,000.00	Pharmacy Board Contingent Fund - Business & Professions Code 4236-4414
0 8 1 5	7 9 0 0		2 1 6 5 0 0		Government Code 68085(c) - Judges Retirement Fund

TC-31 Tips

If you are remitting for Health & Safety Code 103680(b), effective 1/1/2020, please use the new codes 0903-0690-237500 (formerly 0268-8120-125600).

REPORT TO STATE CONTROLLER OF REMITTANCE TO STATE TREASURER - TC-31

COUNTY NAME - NUMBER: -
 COLLECTIONS FOR THE MONTH OF (Mo / Yr): /

FUND	AGENCY	FY	REV / OBJ	AMOUNT	DIC	CODE SECTION & DESCRIPTION
0 9 0 3	0 6 9 0		2 3 7 5 0 0			State Penalty Fund - Penal Code 1464; Health & Safety Code 103680(b)

TC-31 Submission

Submit your TC-31 forms to:

OR

State Treasurer
Cash Management Division
915 Capitol Mall, Room 319
Sacramento, CA 95814

State Treasurer
Cash Management Division
P.O. Box 942809
Sacramento, CA 94209-0001

DO NOT submit your TC-31 forms to the State Controller's Office.

TC-31 Contacts

Note that the TC-31 forms include only the most commonly used codes. For remittances to funds not listed on the form, please email us at

LGPSDTaxAccounting@sco.ca.gov.

TC-31 Contacts

OR

Tax Accounting Unit:

Marieta Delfin – MDelfin@sco.ca.gov

Wendi Cutajar – wcutajar@sco.ca.gov

Tax Programs Unit:

Lacey Baysinger – Lbaysinger@sco.ca.gov

Ying Dong – Ydong@sco.ca.gov