

# How to Prepare Revenue Remittances

A Guide for Courts and Traffic Violation Bureaus that do not use the Judicial Information System (JIS).

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# REVENUE REMITTANCE QUICK START

For detailed instructions and illustrated examples, see the sections that follow this “Quick Start” section.

## ***Resources***

Find the forms and schedules referenced below at

<http://www.courts.wa.gov/newsinfo/index.cfm?fa=newsinfo.infractionPenalties> .

### **Clerk’s Revenue Transmittal Form**

To report your remittances to the city/county Treasurer, use the Non-JIS Courts Clerk’s Revenue Transmittal Form from the above Web page.

### **Non-JIS Courts Infraction Payment Schedules**

Use this Excel file to begin identifying values that you will transfer to the Clerk’s Revenue Transmittal Form.

### **Non-JIS Courts Remittance Calculations**

Use this Excel file to complete calculations for the Clerk’s Revenue Transmittal Form.

## Quick Start: Step by Step

### Infractions Paid

1. Receipt an infraction payment.
2. Open the Non-JIS Courts Infraction Payment Schedules file.
3. Click the tab that matches the type of infraction:
  - Traffic Infraction (Green Tab)
  - Civil (Non-Traffic) Infraction (Yellow Tab)
  - School Zone Speeding (Orange Tab)
  - Emergency/Construction Speeding (Blue Tab)

GREEN SCHEDULE for Partial or Full Payment of Traffic Infraction								
Effective January 1, 2023 with \$48 Base Penalty								
	Statutory Fee Amount	\$23.00	\$5.00	\$24.00	\$5.00	\$10.00	\$2.00	
Total Payment	Calculate Base plus 70% PSEA minus JIS	Calculate 35% PSEA	Calculate \$23 JIS (may be less than \$23)	Calculate \$5 Trauma (may be less than \$5)	Calculate \$24 Legislative Assessment (may be less than \$24)	Calculate \$5 Traumatic Brain Injury (may be less than \$5)	Calculate \$10 Auto Theft Prevention (may be less than \$10)	Calculate \$2 Driver Licensing Technology Support (may be less than \$2)
\$1			0.15	0.17	0.17	0.17	0.17	0.17
\$2			0.35	0.33	0.33	0.33	0.33	0.33
\$3			0.50	0.50	0.50	0.50	0.50	0.50
\$4			0.65	0.67	0.67	0.67	0.67	0.67
\$5			0.85	0.83	0.83	0.83	0.83	0.83
\$6			1.00	1.00	1.00	1.00	1.00	1.00
\$7			1.15	1.17	1.17	1.17	1.17	1.17
\$8			1.35	1.33	1.33	1.33	1.33	1.33
\$9			1.50	1.50	1.50	1.50	1.50	1.50
\$10			1.65	1.67	1.67	1.67	1.67	1.67
\$11			1.85	1.83	1.83	1.83	1.83	1.83
\$12			2.00	2.00	2.00	2.00	2.00	2.00
\$13			2.20	2.20	2.20	2.20	2.20	2.20
\$14			2.40	2.40	2.40	2.40	2.40	2.40
\$15			2.60	2.60	2.60	2.60	2.60	2.60
\$16			2.80	2.80	2.80	2.80	2.80	2.80
\$17			3.00	3.00	3.00	3.00	3.00	3.00
\$18			3.20	3.20	3.20	3.20	3.20	3.20
\$19			3.40	3.40	3.40	3.40	3.40	3.40
\$20			3.60	3.60	3.60	3.60	3.60	3.60
\$21			3.80	3.80	3.80	3.80	3.80	3.80
\$22			4.00	4.00	4.00	4.00	4.00	4.00
\$23			4.20	4.20	4.20	4.20	4.20	4.20
\$24			4.40	4.40	4.40	4.40	4.40	4.40
\$25			4.60	4.60	4.60	4.60	4.60	4.60
\$26			4.80	4.80	4.80	4.80	4.80	4.80
\$27			5.00	5.00	5.00	5.00	5.00	5.00

Use the Green, Orange, Yellow, or Blue tab.

4. On the green, yellow, orange, or blue schedule find the line that matches the amount paid.
5. Make a note of the values listed on that line.

6. Open the Non-JIS Courts Remittance Calculations file.
7. Click the appropriate tab:
  - Traffic Infraction
  - Non-Traffic Infraction
  - School Zone Speeding
  - Emergency/Construction Speeding

**Manual Transmittal Calculations - Traffic Infraction - Effective January 1, 2023**

Summary of Instructions

1. For a given payment, fill in the values from the green tab schedule.  
These values will generate auto-calculations for the Clerk's Revenue Transmittal below.
2. Transfer the values from the Clerk's Revenue Transmittal below to the Remittance Worksheet.

**Step 1.** For a given payment fill in the fields below.

Use the green tab schedule to determine how much should be allocated to:

**JIS, Trauma Care, Legislative Assessment, Auto-Theft Prevention, Traumatic Brain Injury Fees & Driver Licensing Technology Support**

Use the green tab schedule for the "35% PSEA" and "Base +70% PSEA"

<b>Total Amount Pd</b>	<b>\$ 145.00</b>	
JIS Amount	\$ 23.00	From green schedule
Trauma Fee	\$ 5.00	From green schedule
Leg Assessment	\$ 24.00	From green schedule
Auto-Theft Prevention	\$ 10.00	From green schedule
Brain Injury	\$ 5.00	From green schedule
Driver License Tech Support	\$ 2.00	From green schedule
Base +70% PSEA (less JIS Amount)	\$ 59.10	From green schedule
35% PSEA	\$ 16.90	From green schedule
<b>Check Total</b>	<b>\$ 145.00</b>	

Type values into fields shaded green.

*continue with Step 2*

**Step 2.** Transfer the **bold-face values** below to the appropriate columns on the **Traffic Remit(tance)** worksheet

8. In the green area of that worksheet, type the values you noted previously.
  - The worksheet automatically calculates the remittance amounts for this payment.
9. Scroll down to Step 2 of the Remittance Calculation worksheet.

**Step 2.** Transfer the **bold-face values** below to the appropriate columns on the **Traf(fic) Remit(tance)** worksheet.  
Use one line for each payment.

**Clerk's Revenue Transmittal Calculations for This Payment**

	Total Amt	BARS	City Revenue	State Remittance
<b>Traffic Infraction Non-Parking</b>	<b>\$ 145.00</b>			
Local <i>(Add Local amnts for Legis Assmnt, Base, 70% PSEA)</i>		353.10	<b>\$ 47.32</b>	
Crime Victim <i>(Add CVP amnts for Leg Assmnt, Base, 70% PSEA)</i>		386.12	<b>\$ 0.85</b>	
State Portion <i>(Base Penalty + 70% PSEA minus JIS Acct Amt)</i>		386.91		<b>\$ 30.93</b>
State Portion (35% PSEA)		386.92		<b>\$ 16.90</b>
State Portion (JIS Acct)		386.97		<b>\$ 23.00</b>
State Portion: Emergency Medical Services Trauma Care Trust Account (Trauma Fee)		386.83.00		<b>\$ 5.00</b>
State Portion (Auto-Theft Prevention Account)		386.83.31		<b>\$ 10.00</b>
State Portion (Traumatic Brain Injury Account)		386.83.32		<b>\$ 5.00</b>
State Portion (Driver License Technical Support Account)		386.89.26		<b>\$ 6.00</b>
		<b>Sub-Totals</b>	<b>\$ 48.17</b>	<b>\$ 96.83</b>
		<b>Total</b>		<b>\$ 145.00</b>

Boldface values

10. Print the whole page, or make a note of the values in boldface print.

11. In the Remittance Calculations file, click the Remittance tab associated with the type of infraction:

- Traffic Remittance
- Non-Traffic Remittance
- School Zone Speeding Remittance
- Emergency/Construction Speeding Remittance

Remittance Summary												
Traffic Infractions Only												
Use this sheet to add up the remittance amounts for each payment. Modify spreadsheet as needed for your court.												
Transfer the column totals to the Municipal Court Clerk's Revenue Transmittal form.												
Note that there are separate worksheets for School Zone and Emergency/Construction Zone Speeding Infractions.												
Amount	Case/Infraction	Name	Local	Crime Victim Panel	State: Base + 70% PSEA minus JIS	35% PSEA	JIS Acct	Trauma Care Fee	AutoTheft Prevention	Traumatic Brain Injury	Driver License Tech Support	Total
Example: \$145	#15740	Smith, V.	47.32	0.85	30.93	16.90	23.00	5.00	10.00	5.00	6.00	145.00
<b>Grand Totals for Remittance</b>			<b>47.32</b>	<b>0.85</b>	<b>30.93</b>	<b>16.90</b>	<b>23.00</b>	<b>5.00</b>	<b>10.00</b>	<b>5.00</b>	<b>6.00</b>	<b>145.00</b>

12. In the designated columns, type the boldface values you noted previously.
13. When you are ready to remit, use the totals at the bottom of these remittance worksheets.
14. On the Clerk's Revenue Transmittal Form, enter the totals from the remittance worksheets in the appropriate fields.

Municipal Court Clerk's Revenue Transmittal						
For the Accounting Period of			to			
For Infraction penalty split distributions, see the Non-JIS Court Distribution Worksheet at			<a href="#">revenueTransmittalForm.doc (live.com)</a>			
Type of Fee	Total Amount	City Department	BARS Account	City Revenue	State Remittances	
Clerk's Record Services						
Current Expense	66.80%		341.32			
Crime Victims	1.20%		386.12			
State Portion	32.00%		386.91			
D/M Court Records Services						
Current Expense	66.80%		341.32			
Crime Victims	1.20%		386.12			
State Portion	32.00%		386.91			
Civil Fees Appeals						
Current Expense	66.80%		341.32			
Crime Victims	1.20%		386.12			

- Note the totals (by BARS code) at the end of the form.

**Other Types of Payments**

- Partial Infraction Payments
  - See detailed instructions later in this Guide.
- Misdemeanors
  - Use the percentages listed on the Clerk's Revenue Transmittal Form.
- All other payments
  - Use the percentages listed on the Clerk's Revenue Transmittal Form.



# CLERK’S REVENUE TRANSMITTAL FORM

## Introduction

Municipal Court Clerk's Revenue Transmittal						
For the Accounting Period of			to			
For Infraction penalty split distributions, see the Non-JIS Court Distribution Worksheet at					<a href="#">revenueTransmittalForm.doc (live.com)</a>	
Type of Fee	Total Amount	City Department	BARS Account	City Revenue	State Remittances	
Clerk's Record Services						
Current Expense	66.80%		341.32			
Crime Victims	1.20%		386.12			
State Portion	32.00%		386.91			
D/M Court Records Services						
Current Expense	66.80%		341.32			
Crime Victims	1.20%		386.12			
State Portion	32.00%		386.91			
Civil Fees Appeals						
Current Expense	66.80%		341.32			
Crime Victims	1.20%		386.12			

Use the Clerk’s Revenue Transmittal Form to send payments to your county or city treasurer. The detail on this form will assist the treasurer to deposit the funds into the right accounts. Some of these accounts are local funds; some are state funds.

Excel spreadsheet calculations are required for filling out revenue for infractions. See below.

Other revenue can be calculated as you fill out the Transmittal Form itself.

You can find a copy of this form at <http://www.courts.wa.gov/newsinfo/index.cfm?fa=newsinfo.infractionPenalties>  
Click the link for Non-JIS Courts Clerk’s Revenue Transmittal Form.

## Criminal Fines

Municipal Court Clerk's Revenue Transmittal						
For the Accounting Period of			to			
For Infraction penalty split distributions, see the Non-JIS Court Distribution Worksheet at			<a href="#">revenueTransmittalForm.doc (live.com)</a>			
Type of Fee	Total Amount	City Department	BARS Account	City Revenue	State Remittances	
<b>DUI Fines</b>						
Current Expense	66.80%		355.20			
Crime Victims	1.20%		386.12			
State Portion (70% PSEA)	32.00%		386.91			
<b>Criminal Traffic Misdemeanors</b>						
Current Expense	55.40%		355.80			
Crime Victims	0.99%		386.12			
State Portion (70% PSEA)	26.54%		386.91			
State Portion (35% PSEA)	17.07%		386.92			

Criminal fines other than Driving Under the Influence (DUI) are split among

- The local general fund (“Current Expense”, BARS code 355.20)
- The local Crime Victims Fund (BARS code 386.12)
- The 70% PSEA State Portion (BARS code 386.91)
- The 35% PSEA State Portion (BARS code 386.92)

In the example below, the court received \$1000 in criminal fines during the month.

Municipal Court Clerk's Revenue Transmittal						
For the Accounting Period of			to			
For Infraction penalty split distributions, see the Non-JIS Court Distribution Worksheet at			<a href="#">revenueTransmittalForm.doc (live.com)</a>			
Type of Fee	Total Amount	City Department	BARS Account	City Revenue	State Remittances	
<b>DUI Fines</b>						
Current Expense	66.80%		355.20			
Crime Victims	1.20%		386.12			
State Portion (70% PSEA)	32.00%		386.91			
<b>Criminal Traffic Misdemeanors</b>						
	\$ 1,000.00					
Current Expense	55.40%	Dept. 1	355.80	\$ 554.00		
Crime Victims	0.99%	Dept. 15	386.12	\$ 9.90		
State Portion (70% PSEA)	26.54%		386.91		\$ 265.40	
State Portion (35% PSEA)	17.07%		386.92		\$ 170.70	

Record total amount here.

In these boxes type the city/county department name or number for this account

$$55.40\% \times \$1000 = \$554.00$$

$$0.99\% \times \$1000 = \$9.90$$

$$26.54\% \times \$1000 = \$265.40$$

$$17.07\% \times \$1000 = \$170.70$$

## Transmittal Form Totals

Municipal Court Clerk's Revenue Transmittal						
For the Accounting Period of			to			
For Infraction penalty split distributions, see the Non-JIS Court Distribution Worksheet at			<a href="#">revenueTransmittalForm.doc (live.com)</a>			
Type of Fee	Total Amount	City Department	BARS Account	City Revenue	State Remittances	
Accessible Communities Acct (effective 6/10/2010)			386.89			
Multimodal Transportation Acct (effective 6/10/2010)			386.89			
Highway Safety Acct (106-1) (Effective 7/22/2011)			386.89			
Death Investigations Acct (02K-1) (Effective 7/22/2011)			386.89			
Limousine Carriers Account (Effective 7/1/2012)			386.89			
Recreation Access Pass Account (Effective 6/7/2012)			386.89			
<b>TOTAL FEES TRANSFERRED</b>						

At the end of the transmittal form are total rows for each BARS code. The city/county treasurer will transfer the state remittance totals to the appropriate row of the State Treasurer's Cash Receipts Journal Form A8.

# INFRACTIONS

The infraction sections of the Clerk's Revenue Transmittal Form require more complex calculations.

Use spreadsheet files for calculating distribution of payments for traffic infractions, non-traffic (civil) infractions, school zone speeding violations, and emergency/construction zone speeding violations.

## ***Traffic Infractions***

### **Payment Schedules**

Non-JIS Court Infraction Payment Schedules are available at <http://www.courts.wa.gov/newsinfo/index.cfm?fa=newsinfo.infractionPenalties>.

On the following pages is an illustration of using the payment schedule, remittance calculations, and remittance summary for traffic infractions ("green schedule").

The same process outlined for the "green schedule" is followed for the "yellow" Non-Traffic Infractions, "orange" School Zone Speeding, and "blue" Emergency/Construction Zone.

GREEN SCHEDULE for Partial or Full Payment of Traffic Infraction								
Effective January 1, 2023 with \$48 Base Penalty								
	Statutory Fee Amount		\$23.00	\$5.00	\$24.00	\$5.00	\$10.00	\$2.00
Total Payment	Calculate Base plus 70% PSEA minus JIS	Calculate 35% PSEA	Calculate \$23 JIS (may be less than \$23)	Calculate \$5 Trauma (may be less than \$5)	Calculate \$24 Legislative Assessment (may be less than \$24)	Calculate \$5 Traumatic Brain Injury (may be less than \$5)	Calculate \$10 Auto Theft Prevention (may be less than \$10)	Calculate \$2 Driver Licensing Technology Support (may be less than \$2)
\$139	54.12	15.88	23.00	5.00	24.00	5.00	10.00	2.00
\$140	54.95	16.05	23.00	5.00	24.00	5.00	10.00	2.00
\$141	55.78	16.22	23.00	5.00	24.00	5.00	10.00	2.00
\$142	56.60	16.40	23.00	5.00	24.00	5.00	10.00	2.00
\$143	57.43	16.57	23.00	5.00	24.00	5.00	10.00	2.00
\$144	58.25	16.75	23.00	5.00	24.00	5.00	10.00	2.00
\$145	59.10	16.90	23.00	5.00	24.00	5.00	10.00	2.00
\$146	59.92	17.07	23.00	5.00	24.00	5.00	10.00	2.00
\$147	60.75	17.25	23.00	5.00	24.00	5.00	10.00	2.00
\$148	61.58	17.42	23.00	5.00	24.00	5.00	10.00	2.00
\$149	62.41	17.59	23.00	5.00	24.00	5.00	10.00	2.00
\$150	63.25	17.75	23.00	5.00	24.00	5.00	10.00	2.00
\$151	64.06	17.94	23.00	5.00	24.00	5.00	10.00	2.00
\$152	64.88	18.11	23.00	5.00	24.00	5.00	10.00	2.00
\$153	65.70	18.28	23.00	5.00	24.00	5.00	10.00	2.00
\$154	66.53	18.45	23.00	5.00	24.00	5.00	10.00	2.00
\$155	67.35	18.62	23.00	5.00	24.00	5.00	10.00	2.00
\$156	68.18	18.79	23.00	5.00	24.00	5.00	10.00	2.00
\$157	69.00	18.96	23.00	5.00	24.00	5.00	10.00	2.00
\$158	69.83	19.13	23.00	5.00	24.00	5.00	10.00	2.00
\$159	70.65	19.30	23.00	5.00	24.00	5.00	10.00	2.00
\$160	71.48	19.47	23.00	5.00	24.00	5.00	10.00	2.00
\$161	72.30	19.64	23.00	5.00	24.00	5.00	10.00	2.00
\$162	73.13	19.81	23.00	5.00	24.00	5.00	10.00	2.00
\$163	73.95	19.98	23.00	5.00	24.00	5.00	10.00	2.00
\$164	74.78	20.14	23.00	5.00	24.00	5.00	10.00	2.00
\$165	75.61	20.33	23.00	5.00	24.00	5.00	10.00	2.00

If the defendant pays \$145, this is how to distribute the funds. Further calculations are necessary before you can transfer these amounts to the Clerk's Revenue Transmittal form.

Note the effective date. These schedules change whenever there is a penalty increase. Be sure you have the most recent set of schedules.

This is the schedule for traffic infractions.

## Remittance Calculations

A Remittance Calculation Excel file performs the calculations necessary to provide you with totals for the Clerk's Revenue Transmittal Form. See the illustrations that follow.

The Non-JIS Courts Remittance Calculations file is available at <http://www.courts.wa.gov/newsinfo/index.cfm?fa=newsinfo.infractionPenalties>.

### Before using this Calculations spreadsheet:

Consult the green payment schedule and note the values in the row that matches the total payment you received.

Note the effective date. These spreadsheets change whenever there is a penalty increase. Be sure you have the most recent file.

### Manual Transmittal Calculations - Traffic Infraction - Effective January 1, 2023

#### Summary of Instructions

- For a given payment, fill in the values from the green tab schedule. These values will generate auto-calculations for the Clerk's Revenue Transmittal below.
- Transfer the values from the Clerk's Revenue Transmittal below to the Remittance Worksheet.

#### Step 1. For a given payment fill in the fields below.

Use the green tab schedule to determine how much should be allocated to:

#### JIS, Trauma Care, Legislative Assessment, Auto-Theft Prevention, Traumatic Brain Injury Fees & Driver Licensing Technology Support

Use the green tab schedule for the "35% PSEA" and "Base +70% PSEA"

<b>Total Amount Pd</b>	<b>\$ 145.00</b>	
JIS Amount	\$ 23.00	From green schedule
Trauma Fee	\$ 5.00	From green schedule
Leg Assessment	\$ 24.00	From green schedule
Auto-Theft Prevention	\$ 10.00	From green schedule
Brain Injury	\$ 5.00	From green schedule
Driver License Tech Support	\$ 2.00	From green schedule
Base +70% PSEA (less JIS Amount)	\$ 59.10	From green schedule
35% PSEA	\$ 16.90	From green schedule
<b>Check Total</b>	<b>\$ 145.00</b>	

This is a two-step process. Step 2 is discussed on the next page.

Type the values from the green traffic infraction payment schedule.

In this example, the total payment was \$145. The values in the green fields are from the \$145 line on the green payment schedule.

Type the total amount paid.

See next page for Step 2.

After you enter the values for Step 1, the spreadsheet automatically calculates remittance amounts for this payment.

Scroll down the page to Step 2.

These boldface values match columns on the next worksheet

The results of the automatic calculations display in boldface type.

*continue with step*

**Step 2.** Transfer the **bold-face values** below to the appropriate columns on the **Traffic Remit(tance)** worksheet.  
Use one line for each payment.

**Clerk's Revenue Transmittal Calculations for This Payment**

	Total Amt	BARS	City Revenue	State Remittance
<b>Traffic Infraction Non-Parking</b>	<b>\$ 145.00</b>			
Local (Add Local amnts for Legis Assmnt, Base, 70% PSEA)		253.10	<b>\$ 47.32</b>	
Crime Victim (Add CVP amnts for Leg Assmnt, Base, 70% PSEA)		386.12	<b>\$ 0.85</b>	
State Portion (Base Penalty + 70% PSEA minus JIS Acct Amt)		386.91		<b>\$ 30.93</b>
State Portion (35% PSEA)		386.92		<b>\$ 16.90</b>
State Portion (JIS Acct)		386.97		<b>\$ 23.00</b>
State Portion: Emergency Medical Services Trauma Care Trust Account (Trauma Fee)		386.83.00		<b>\$ 5.00</b>
State Portion (Auto-Theft Prevention Account)		386.83.31		<b>\$ 10.00</b>
State Portion (Traumatic Brain Injury Account)		386.83.32		<b>\$ 5.00</b>
State Portion (Driver License Technical Support Account)		386.89.26		<b>\$ 6.00</b>
		<b>Sub-Totals</b>	<b>\$ 48.17</b>	<b>\$ 96.83</b>
		<b>Total</b>		<b>\$ 145.00</b>

Trafinfrac Calc | Traf Remit | NonTrafinfr Calc | NonTrafinfr Remit | SchlZnSpeed Calc | SchlZnSpeed Remit | Emer&ConstrZn Calc | Emer&Constr ...

The boldface numbers and their labels also match fields on the Remittance Transmittal Form.

Manually copy the boldface values to the Traffic Remittance Summary worksheet available behind the Traffic Remittance tab.

- Note that there are two worksheets for each infraction type.
- One worksheet calculates the distribution of a single payment. The Remittance worksheet totals all the payment distributions for that infraction type.

- Print this page of Traffic Infraction calculations.
- Choose the **Traffic Remittance** tab.

**Traffic Infraction** / Traffic Remittance / School Zone / School Zone Remit / NonTraffic Infr / Non Traffic Remit

On the Remittance Summary for traffic infractions, enter the boldface values from the automatic calculations on the previous worksheet.





## Transferring Totals to Clerk's Revenue Transmittal Form

When you are ready to remit, transfer the traffic infraction totals from the Remittance Calculations file to the Clerk's Revenue Transmittal Form.

In the example below, the court has transferred the totals from the Traffic Remittance Summary (see previous page) to the traffic infraction section of the Clerk's Revenue Transmittal Form.

Municipal Court Clerk's Revenue Transmittal						
For the Accounting Period of		January 1, 2023	to		January 31, 2023	
For Infraction penalty split distributions, see the Non-JIS Court Distribution Worksheet at				<a href="#">revenueTransmittalForm.doc (live.com)</a>		
Type of Fee	Total Amount	City Department	BARS Account	City Revenue	State Remittances	
Clerk's Record Services	\$ 100.00					
Current Expense	66.80%	Dept. 1	341.32	\$ 66.80		
Crime Victims	1.20%	Dept. 15	386.12	\$ 1.20		
State Portion	32.00%		386.91		\$	32.00
D/M Court Records Services						

**Note:** You may have to round up or down by a penny to come out even. This is because many of the spreadsheet calculations involve rounding.

## Partial Payments

Sometimes you may accept partial payments. The example below shows you how to use the worksheets for partial payments.

### Example

In the following example, the court receives two payments from a traffic defendant.

- The first payment is \$45.
- The second payment is \$100.

Since this is a traffic infraction, the court uses the “green schedule” for Traffic Infractions.

For the first \$45 payment, the court uses the amounts on the \$45 line:

- \$11.50: JIS Account
- \$5: Trauma Fee
- \$11.50: Legislative Assessment
- \$5: Brain Injury
- \$10: Autotheft Prevention
- \$2: Driver Licensing Technology Support

The court enters these values on the Traffic Infraction Remittance Calculations spreadsheet (see next page).

GREEN SCHEDULE for Partial or Full Payment of Traffic Infraction								
Effective January 1, 2023 with \$48 Base Penalty								
Statutory Fee Amount		\$23.00	\$5.00	\$24.00	\$5.00	\$10.00	\$2.00	
Total Payment	Calculate Base plus 70% PSEA minus JIS	Calculate 35% PSEA	Calculate \$23 JIS (may be less than \$23)	Calculate \$5 Trauma (may be less than \$5)	Calculate \$24 Legislative Assessment (may be less than \$24)	Calculate \$5 Traumatic Brain Injury (may be less than \$5)	Calculate \$10 Auto Theft Prevention (may be less than \$10)	Calculate \$2 Driver Licensing Technology Support (may be less than \$2)
\$40			9.34	5.00	9.33	5.00	9.33	2.00
\$41			9.66	5.00	9.67	5.00	9.67	2.00
\$42			10.00	5.00	10.00	5.00	10.00	2.00
\$43			10.50	5.00	10.50	5.00	10.00	2.00
\$44			11.00	5.00	11.00	5.00	10.00	2.00
\$45			11.50	5.00	11.50	5.00	10.00	2.00
\$46			12.00	5.00	12.00	5.00	10.00	2.00
\$47			12.50	5.00	12.50	5.00	10.00	2.00
\$48			13.00	5.00	13.00	5.00	10.00	2.00
\$49			13.50	5.00	13.50	5.00	10.00	2.00
\$50			14.00	5.00	14.00	5.00	10.00	2.00
\$51			14.50	5.00	14.50	5.00	10.00	2.00
\$52			15.00	5.00	15.00	5.00	10.00	2.00
\$53			15.50	5.00	15.50	5.00	10.00	2.00
\$54			16.00	5.00	16.00	5.00	10.00	2.00
\$55			16.50	5.00	16.50	5.00	10.00	2.00
\$56			17.00	5.00	17.00	5.00	10.00	2.00
\$57			17.50	5.00	17.50	5.00	10.00	2.00
\$58			18.00	5.00	18.00	5.00	10.00	2.00
\$59			18.50	5.00	18.50	5.00	10.00	2.00
\$60			19.00	5.00	19.00	5.00	10.00	2.00
\$61			19.50	5.00	19.50	5.00	10.00	2.00
\$62			20.00	5.00	20.00	5.00	10.00	2.00
\$63			20.50	5.00	20.50	5.00	10.00	2.00
\$64			21.00	5.00	21.00	5.00	10.00	2.00

Below, the court has entered the values from the green schedule's \$45 line (previous page) onto the Traffic Infraction Remittance Calculation spreadsheet:

See next page for the results of the automatic calculations.

**Manual Transmittal Calculations - Traffic Infraction - Effective January 1, 2023**

Summary of Instructions  
 1. For a given payment, fill in the values from the green tab schedule.  
 These values will generate auto-calculations for the Clerk's Revenue Transmittal below.  
 2. Transfer the values from the Clerk's Revenue Transmittal below to the Remittance Worksheet.

**Step 1.** For a given payment fill in the fields below.  
 Use the green tab schedule to determine how much should be allocated to:

**JIS, Trauma Care, Legislative Assessment, Auto-Theft Prevention, Traumatic Brain Injury Fees & Driver Licensing Technology Support**

Use the green tab schedule for the "35% PSEA" and "Base +70% PSEA"

The court has entered values from the \$45 line of the green schedule (see previous page).

<b>Total Amount Paid</b>	<b>\$ 45.00</b>	
JIS Amount	\$ 11.50	From green schedule
Trauma Fee	\$ 5.00	From green schedule
Leg Assessment	\$ 11.50	From green schedule
Auto-Theft Prevention	\$ 10.00	From green schedule
Traumatic Brain Injury	\$ 5.00	From green schedule
Driver License Tech Support	\$ 2.00	From green schedule
Base +70% PSEA (less JIS Amount)	\$ -	From green schedule
35% PSEA	\$ -	From green schedule
<b>Check Total</b>	<b>\$ 45.00</b>	

*continue with Step 2*

The Remittance Calculations spreadsheet automatically calculates values for entry on the Traffic Infraction Remittance Summary worksheet.

*continue with Step 4*

**Step 2.** Transfer the **bold-face values** below to the appropriate columns on the **Traf(fic) Remit(tance)** worksheet.  
Use one line for each payment.

**Clerk's Revenue Transmittal Calculations for This Payment**

	Total Amt	BARS	City Revenue	State Remittance
<b>Traffic Infraction Non-Parking</b>	<b>\$ 45.00</b>			
Local <i>(Add Local amnts for Legis Assmnt, Base, 70% PSEA)</i>		353.10	\$ 3.68	
Crime Victim <i>(Add CVP amnts for Leg Assmnt, Base, 70% PSEA)</i>		386.12	\$ 0.07	
State Portion <i>(Base Penalty + 70% PSEA minus JIS Acct Amt)</i>		386.91		\$ 5.84
State Portion (35% PSEA)		386.92		\$ -
State Portion (JIS Acct)		386.97		\$ 11.50
State Portion: Emergency Medical Services Trauma Care Trust Account (Trauma Fee)		386.89.00		\$ 5.00
State Portion (Auto-Theft Prevention Account)		386.89.31		\$ 10.00
State Portion (Traumatic Brain Injury Account)		386.89.32		\$ 5.00
State Portion (Driver License Technical Support Account)		386.89.26		\$ 3.92
		<b>Sub-Totals</b>	<b>\$ 3.75</b>	<b>\$ 41.26</b>
		<b>Total</b>		<b>\$ 45.01</b>

The Traffic Infraction Calculation worksheet automatically calculates values that the court will copy to the Traffic Remittance Summary worksheet.

**Note:** You may have to round up or down to come out even. This is because many of the spreadsheet calculations involve rounding.



Below, the court has entered the differences (previous page) on the Traffic Infraction Remittance Calculations spreadsheet.

**Manual Transmittal Calculations - Traffic Infraction - Effective January 1, 2023**

Summary of Instructions

- For a given payment, fill in the values from the green tab schedule. These values will generate auto-calculations for the Clerk's Revenue Transmittal below.
- Transfer the values from the Clerk's Revenue Transmittal below to the Remittance Worksheet.

**Step 1.** For a given payment fill in the fields below.  
Use the green tab schedule to determine how much should be allocated to:

**JIS, Trauma Care, Legislative Assessment, Auto-Theft Prevention, Traumatic Brain Injury Fees & Driver Licensing Technology Support**

Use the green tab schedule for the "35% PSEA" and "Base +70% PSEA"

<b>Total Amount Paid</b>	<b>\$ 100.00</b>	
JIS Amount	\$ 11.50	From green schedule
Trauma Fee	\$ -	From green schedule
Leg Assessment	\$ 12.50	From green schedule
Auto-Theft Prevention	\$ -	From green schedule
Traumatic Brain Injury	\$ -	From green schedule
Driver License Tech Support	\$ -	From green schedule
Base +70% PSEA (less JIS Amount)	\$ 59.10	From green schedule
35% PSEA	\$ 16.90	From green schedule
<b>Check Total</b>	<b>\$ 100.00</b>	

*continue with Step 2*

The court has entered the **differences** between the \$45 and \$145 lines from the green payment schedule.

See next page for the automatic calculation results.

The Remittance Calculations spreadsheet automatically calculates the values for entry on the Traffic Infraction Remittance Summary.

Clerk's Revenue Transmittal Calculations for This Payment				
	Total Amt	BARS	City Revenue	State Remittance
<b>Traffic Infraction Non-Parking</b>	<b>\$ 100.00</b>			
Local (Add Local amnts for Legis Assmnt, Base, 70% PSEA)		53.10	\$ 43.64	
Crime Victim (Add CVP amnts for Leg Assmnt, Base, 70% PSEA)		86.12	\$ 0.78	
State Portion (Base Penalty + 70% PSEA minus JIS Acct Amt)		86.91		\$ 25.09
State Portion (35% PSEA)		86.92		\$ 16.90
State Portion (JIS Acct)		86.97		\$ 11.50
State Portion: Emergency Medical Services Trauma Care Trust Account (Trauma Fee)		86.83.00		\$ -
State Portion (Auto-Theft Prevention Account)		86.83.31		\$ -
State Portion (Traumatic Brain Injury Account)		86.83.32		\$ -
State Portion (Driv)		86.89.26		\$ 2.08
		<b>Sub-Totals</b>	<b>\$ 44.42</b>	<b>\$ 55.57</b>
		<b>Total</b>		<b>\$ 99.99</b>

The Traffic Infraction spreadsheet automatically calculates values that the court will copy to the Traffic Remittance Summary.

**Note:** You may have to round up or down to come out even. This is because many of the spreadsheet calculations involve rounding.

The court enters the boldface values onto the Traffic Infraction Remittance Summary. In this example, you will need to round to match.

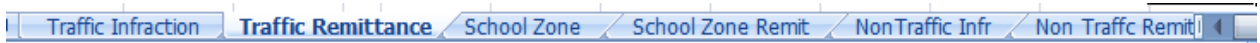
**Remittance Summary**

**Traffic Infractions Only**

Use this sheet to add up the remittance amounts for each payment. Modify spreadsheet as needed for your court. Transfer the column totals to the Municipal Court Clerk's Revenue Transmittal form.

Note that there are separate worksheets for School Zone and Emergency/Construction Zone Speeding Infractions.

Amount	Case/Infraction	Name	Local	Crime Victim Panel	State: Base + 70% PSEA minus JIS	35% PSEA	JIS Acct	Trauma Care Fee	AutoTheft Prevention	Traumatic Brain Injury	Driver License Tech Support	Total
			353.10	386.12	386.91	386.92	386.97	386.83.00	386.83.31	386.83.32	386.29.86	
<i>Example: \$145</i>	#15740	Smith, V.	3.68	0.07	5.83	-	11.50	5.00	10.00	5.00	3.92	<b>45.00</b>
<i>Example: \$145</i>	#15740	Smith, V.	43.64	0.78	25.10	16.90	11.50	-	-	-	2.08	<b>100.00</b>
												-
<b>Grand Totals for Remittance</b>			<b>47.32</b>	<b>0.85</b>	<b>30.93</b>	<b>16.90</b>	<b>23.00</b>	<b>5.00</b>	<b>10.00</b>	<b>5.00</b>	<b>6.00</b>	<b>145.00</b>



The court has copied the boldface values from the Traffic Infraction Calculations worksheet to the Traffic Remittance Summary worksheet.



## **Legislative Assessment (\$24)**

RCW [46.63.110\(8\)](#) establishes an additional \$24 penalty on all traffic infractions except for construction work and emergency zone violations (RCW 46.61.527) and (RCW 46.61.212):

(8)(a) In addition to any other penalties imposed under this section and not subject to the limitation of subsection (1) of this section, a person found to have committed a traffic infraction other than of RCW [46.61.527](#) or [RCW 46.61.212](#) shall be assessed an additional penalty of \$24. The court may not reduce, waive, or suspend the additional penalty unless the court finds the offender to be indigent. If a court authorized community restitution program for offenders is available in the jurisdiction, the court shall allow offenders to offset all or a part of the penalty due under this subsection (8) by participation in the court authorized community restitution program.

(b) \$12.50 of the additional penalty under (a) of this subsection shall be remitted to the state treasurer. The remaining revenue from the additional penalty must be remitted under chapters [2.08](#), [3.46](#), [3.50](#), [3.62](#), [10.82](#), and [35.20](#) RCW. Money remitted under this subsection to the state treasurer must be deposited as follows: \$8.50 in the state general fund and \$4 in the driver licensing technology support account created under RCW 46.68.067. The moneys deposited into the driver licensing technology support account must be used to support information technology systems used by the department to communicate with the judicial information system, manage driving records, and implement court orders. The balance of the revenue received by the county or city treasurer under this subsection must be deposited into the county or city current expense fund. Moneys retained by the city or county under this subsection shall constitute reimbursement for any liabilities under RCW [43.135.060](#).

The JIS Payment Schedules include a column for this \$24 penalty. The Remittance Calculations spreadsheet calculates the distributions for this assessment and adds the appropriate amounts to the fields for local accounts and to the field for the State General Fund. You do not need to do anything beyond filling out the Remittance Calculations spreadsheet for traffic infractions. The calculations will be automatic.

If you are calculating this distribution manually, use the following percentages (effective January 1, 2023):

- 32.00% to the local current expense account.
- 0.58% to the local crime victims' account.
- 50.75% to the state General Fund.
- 16.67% to the Driver Licensing Technology Support Account