



# Appendix C

## *Collecting State and County Export Certificate Fees*

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### Setting Up Collection of State and County Fees in PCIT

PCIT has the ability to collect State and county export certificate fees according to their individual regulations as well as the Federal administrative fee. This is an optional feature in PCIT. Any State or county interested in participating in this process must review the following information and follow these steps:

#### General Guidelines

- ◆ PCIT collects fees only at the certificate level
- ◆ PCIT can collect fees only for issued certificates<sup>1</sup>
- ◆ Fees are deducted from an applicant's account when certificates are in issued or printed status
- ◆ ACOs will be unable to complete certificates that lack funds in the applicant's account

#### PPQ Responsibility

- ◆ PPQ will assist any State or County with the initial setup in PCIT
- ◆ PPQ will remit any State or County fees by the 15th day of the month
- ◆ PPQ will process refunds of balances within PCIT

#### State or County Responsibility

- ◆ ACOs **must** complete Issued-Pending certificates within one month of creation
- ◆ Participating States and counties **must** use PCIT for all Federal export certificates<sup>2</sup>
- ◆ States or Counties are responsible for remitting all fees collected with paper checks and money orders to PPQ
- ◆ States or Counties must check PCIT for accuracy of fees

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1 If a State or County charges by time and mileage and an inspection fails to lead to an issued certificate, PCIT **cannot** collect fees for that time and mileage

2 When PCIT is down, ACOs may use multipart paper forms. However, the ACO **must** enter the certificate identification number into PCIT to subtract the necessary fees. ACOs may charge for PPQ Form 578 fees in PCIT

- ◆ States or counties can update charges per certificate in PCIT up to the seventh day of the month following issuance of a certificate
- ◆ Once fees are remitted, refunds for certificates become the responsibility of the State or county
- ◆ State or county effective rates must start on the first of the month and **cannot** be back-dated

**Step 1: Initial Setup of State or County Fee Remittance**

Use the worksheet shown below in **Figure C-1-1** on **page-C-1-3**.

**Step 2: Initial Setup of Fee Schedule in PCIT**

Once Step 1 is completed, the State or county contact will be granted the appropriate financial role in PCIT and contacted by PPQ.



