# STATE COURT FEES & INTRO TO WEBFILING STATE RETURNS

Jennifer L. Henderson,
Schleicher County Treasurer
(325) 853-2596
j.henderson@co.schleicher.tx.us



### MHA DO ME DO MHAL ME DOS

#### TEXAS LOCAL GOVERNMENT CODE

#### SUBCHAPTER B. REPORTING, COLLECTION, AND REMITTANCE OF FEES

Sec. 133.051. COLLECTION AND REMITTANCE OF FEES. (a) A municipality or county shall collect, record, account for, and remit to the comptroller all fees in the manner provided by this subchapter, except fees paid under Section 133.151 using the electronic filing system established under Section 72.031, Government Code.

(b) Fees paid under Section 133.151 using the electronic filing system established under Section 72.031, Government Code, shall be remitted directly to the treasury by the Office of Court Administration of the Texas Judicial System for disbursement and deposit as provided by that section.

Added by Acts 2003, 78th Leg., ch. 209, Sec. 62(a), eff. Jan. 1, 2004.

### FEES ARE COLLCTED IN THE COURTS AND DEPOSITED INTO THE TREASURY

Sec. 133.052. DEPOSIT OF FEES. (a) An officer collecting a fee in a case in municipal court shall deposit the money in the municipal treasury.

- (b) An officer collecting a fee in a justice, county, or district court shall deposit the money in the county treasury.
- (c) A municipal or county clerk collecting a fee shall deposit the money in the municipal or county treasury, as appropriate.

Added by Acts 2003, 78th Leg., ch. 209, Sec. 62(a), eff. Jan. 1, 2004.

### ONCE FEES ARE COLLECTED, THE TREASURER IS REQUIRED TO REMIT FEES WITHIN A SPECIFIC TIMELINE

#### **Criminal Fees:**

Sec. 133.056. QUARTERLY REPORT FOR CRIMINAL FEES. (a) On the last day of the month following a calendar quarter, the treasurer shall report the criminal fees collected for the preceding calendar quarter.

- (b) For fees collected for convictions of offenses committed on or after January 1, 2004, a municipality or county shall report the fees collected for a calendar quarter categorized according to the class of offense.
- (c) For fees collected for convictions of offenses committed before January 1, 2004, a municipality or county shall report the total of fees collected for a calendar quarter.

Added by Acts 2003, 78th Leg., ch. 209, Sec. 62(a), eff. Jan. 1, 2004.

#### Civil Fees:

Sec. 133.057. QUARTERLY REPORT FOR CIVIL FEES. On the last day of the month following a calendar quarter, the treasurer shall report the civil fees collected for the preceding calendar quarter.

Added by Acts 2003, 78th Leg., ch. 209, Sec. 62(a), eff. Jan. 1, 2004.

### COUNTY COLLECTION SERVICE FEES

Sec. 133.058. PORTION OF FEE RETAINED. (a) Except as otherwise provided by this section, a municipality or county may retain 10 percent of the money collected from fees as a service fee for the collection if the municipality or county remits the remainder of the fees to the comptroller within the period prescribed by Section 133.055(a).

- (b) A municipality or county may retain an amount greater than 10 percent of the money collected from fees if retention of the greater amount is authorized by law.
- (c) Repealed by Acts 2021, 87th Leg., R.S., Ch. 472 (S.B. 41), Sec. 5.01(g)(5), eff. January 1, 2022.

Text of subsection as amended by Acts 2021, 87th Leg., R.S., Ch. 919 (S.B. 1923), Sec. 8

- (d) A county may not retain a service fee on the collection of a reimbursement or other fee or fine:
  - for the judicial fund;
- (2) under Article 42A.303 or 42A.653, Code of Criminal Procedure;
  - (3) under Section 51.851, Government Code; or
  - (4) under Section 51.971, Government Code.

Text of subsection as amended by Acts 2021, 87th Leg., R.S., Ch. 472 (S.B. 41), Sec. 3.11

- (d) A county may not retain a service fee on the collection of a fee or fine:
  - for the judicial fund;

### COURT COSTS AND FEES REPORTS AVAILABLE ON WEBFILE

FORM NO.	FORM NAME
40-138 40-141 40-151 40-128 40-146 40-139 40-147	Child Safety Seat and Seat Belt Violations Fines Civil Fees Quarterly Report Electronic Filing System – State Fund Excess Highway Fines (counties with a population less than 5,000) Photographic Enforcement Systems Report Sexual Assault/Substance Abuse Programs Specialty (Drug) Court Program Account Penart
40-145	Specialty (Drug) Court Program Account Report State Criminal Cost and Fees – County Quarterly Report
40-133 40-130	Texas County Lateral Road and Bridge Expenditures Yearly Report Texas Excess Motor Carrier Fines

Be sure to include money collected through the end of quarter that may be received in your office after quarter-end.

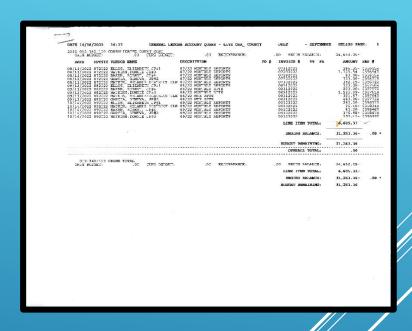
### SAMPLES OF BACK-UP YOU NEED IN ORDER TO BALANCE AND RECONCILE YOUR GENERAL LEDGER OF FEES TO COLLECTED FEES THAT YOU WILL BE REPORTING

SKL	) QUAKTEK 20	Ш															
AGE1																	
OFFICIAL	0001	CCC	FA			DPS		P&W	JCPT	CSA	JPOF		CI	JCD	TP		GROSS
	17/14	17/14	5.00			5/25			1/1	BOND			2	0.25	25.00		WEIGHT
T	342-100	342-101	342-102	342-103	T	342-104		42-104	342-105	342.117	342-108	Ж	2.109	342-110	342-11		342-112
LUS																- {	
JULY \$					S	48.30						S	24.00				
AUG \$					Ş	34.07						Ş	24.00			Ş	527.5
SEPT \$	240.00				\$	73.66						S	30.00				
AVOLIA .																	
JULY \$					\$	170.00						\$	18.00				3,000.0
AUG \$ SEPT \$					S	160.00 177.11	S	5.00				\$	6.00				2,070.3 1,000.0
_	310.00				٠	111.11		2.00								,	1,000.0
<u>iatkins</u>																	
JULY \$					S	776.87	\$	5.00				\$	12.00				
AUG \$	-,				00 \$	872.49	\$	10.00				S	24.00			4	
SEPT \$	992.43	\$ 57.00	\$ 5.00	\$ 15	10 \$	735.51	Ş	15.00	\$ 2.00					\$ 0.50		Ş	250.0
aker																	
JULY \$	80.00	\$ 120.00			Ş	94.70						Ş	18.00			Ş	100.0
AUG \$	200.00	\$ 40.00			\$	209.82						S	12.00			Ş	2,850.0
SEPT \$	80.00	\$ 40.00			Ş	99.96	\$	15.00				\$	6.00			Ş	350.0
<u>VASQUEZ</u>																	
JULY				\$ 15	16 S	36.06						Ş	92.12		\$ 28	3.22	
AUG					\$	40.14						Ş	28.88		\$ 15	7.03	
SEPT					\$	58.05						Ş	18.70		\$ 22	3.84	
latkin																	
JULY \$	142.15														\$ 3	322	
AUG \$	301.57														\$ 6	).64	
SEPT \$	36.40														§ 1	1.01	
BUSBY																	
JULY					Π												
AUG																	
SEPT																Т	

Inner office spreadsheets to reconcile GL print outs from accounting software

			lot	al Collected			S	enice Fee			Amount Due State	
								ue County			Col 1 minus Col 2	
342-171				37,984.04				3,798.40		1	\$34,185.63	
2-100 to 122	2	01/01/04 to 12/31/19	\$	6,900.37		10%	S	690.04		2	\$6,210.33	
2-100 to 122	3	09/01/91 to 12/31/03	\$	160.00	\$45,044.41	10%	\$	16.00	\$4,504.44	3	\$144.00	\$40,539.96
342-506	4	Bail Bond Fee (BB)	5	2,190.00		10%	S	219.00		4	\$1,971.00	
)000X	5	DNA Test Fee JUV	\$			0%	\$			5	\$0.00	
342-131	6	EMS Trauma Fund EMS	\$	461.39		10%	\$	46.14		6	\$415.25	
342-124	7	Juv Prob Diver Fee (JPD)	\$			10%	\$			7	\$0.00	
342-125	8	State Traff Fine(STF2) 9/01/19 fwd	\$	20,273.63		4%	\$	810.95		8	\$19,462.68	
324-125	9	State Traff Fine(STF2) Prior to 9/01/2019	\$	2,983.39		5%	S	149.17		8	\$2,834.22	
	10	Intoxicated Drive Fine	\$			4%	\$			8	\$0.00	
		Report Repealed Costs (prior to 01/01/20)										
340-805	44	Prior Mandatory Cost(JRF, IDF, JS combo)	ç	802 17								
342-137		Prior Mandatory Cost(JRF, IDF, JS combo)		303.61								
342-132		Prior Mandatory Cost(JRF, IDF, JS combo)										
TOTAL		Total Prior Mand Cost JRF, IDF, JS com				10%	\$	225.61		11	\$2,030.52	
		Moving Violation Fees (MVF)	\$	9.90		10%		0.99		12	\$8.91	
342-126	13	DNA Testing Fee-Felony Conviction (DNA)	5	35.71		10%	\$	3.57		13	\$32.13	
342-142	14	DNA Testing Fee-MSDM&CS (DNA&CS)	s	79.21						14		
342-170		DNA Testing Fee-MSDM&CS (DNA&CS)								14		
TOTAL		DNA Testing Fee-MSDM&CS (DNA&CS)		79.21		10%	\$	7.92		14	\$71.28	
342-145				3,045.64						15	\$3,045.64	
342-127		Failure to Appear/Pay (FTA) Rpt 2/3 of fees				33.33%	•	680.71		16	\$1,361.62	
		Time Payment Fees Report 50% of fees				50%		389.48		17	\$389.48	
		Judicial Fund-Constit County Court (CRM)					\$			18	\$453.97	
XXXXX			\$			XX	L	XX		19	\$0.00	
		Peace Off Fees (Rept 20% fees from St Off				80%	\$	2,909.39		20	\$727.35	
		Motor Carrier Wt Vio. (MCW) Rpt 50% coll)								21	\$10,147.83	
)000X		Driving Records Fee (DRF) (Rpt 100% coll)	5							22	\$0.00	
	23	TOTAL								23	\$83,491.84	

Mock Report Created on second tab of Qrtly Wrkbk to guide inputting report on WebFile link



Report created by software to support the spreadsheet, the mock report and the actual report submitted

#### BALANCING OF RECEIPTS BY FEE CODE

	-		- I.		
1		JULY-SEPT 2022		_	_
2		State Court Cost	39095.32		
3		Civil Fees	4021.04		
4	Qtrly	Family Protection Fee(Patsy's House)	0.00		
5	33	Specialty Court Drug Program	186.00		
6		Bail Bonds 0.00	0.00		
7	Annually	Victims of Crime-apelant	70.00		
8	Annual 30	Seat Belt u/17 (Prior			
9	Monthly	Electronic Filing CR 5.69 CV 449.87	455.56		
10	Annual 67	Fire Dept (Prior 222.00 )	222.00		
11	Annual 68	Libraries	30.00		
12	Annual 69	Service Center	6.00		
13	Annual63/64	Court Reporter Fund previous			
14	Annual 21	Child Safety Seat (Prior-Pay 9/30	14.15		
15	Annual	Early Childhood	5.00		2.22
16		Balance		44105.07	0.00
17	Qtrly	Carry Over Bail Bonds	0.00		
18	Qtrly	Fire Dept	222.00		
19	Qtrly	Libraries	30.00		
20	Qtrly	Service Center	6.00		
21	Annually	Seat Belt u/17	0.00		
22	Annually	Early Childhood	5.00		
	Annual	Child Safety Seat (Prior-	0.00		
24	Annually	Victims of Crime-Pay July	0.00		
25 26		Balance	0.00 263.00		
20 20		Balance	263.00		
29		ACH-State Comptroller			
30		C/C Fees61-400-827	36028.54	061.0400.0827	
31		Civil Fees61-400-826	4005.64	061.0400.0826	
32		Distributions			
33	S	pecialty Court-To State Comptroller 61-400-833	167.40	061.0400.0833	
34		Civil Fees GF	15.40	061.0400.826	
35		C/C GF 3066.78 Time Pay JP 10%	306.68	087.0310.2222	
36		C/C-GF	2760.10	061.0400.0827	
37		GF County Specialty Court	18.60	061.0400.0833	
38		Family Protection (Patsy's House)61-400-837	70.00	061.0400.0837	
39		Electronic Filing 61-400-835	455.56	061.0400.0835	
40		State ComptrollerSeat Belt u/17		061.0400.0826	
41		Victims of Crime		061.0400.0830	
42		GF County Seat belt u/17		010.0400.0826	
43		Sub total	43842.07		
44 45		Carry over	263.00	44105.07	0.00
45		Total	44105.07	44105.07	0.00

Balance Sheet of collections



				Receipt Code List	ing			-,
				rcher County Trea				
			Entry Date	From 07/01/2022	to 09/30/2022			
				010 01-01-20 Forw	ard			
Rec	Rec Date	Received From	Status	Total	Revenue Account	Bank Account	Amount	
3667	09/12/2022	Wayne Lindemann, JP		4,620.00	01.061.0310.1240	0110.8586	1,413.00	
3559	08/08/2022	CARSON SCARBROUGH JP			01.061.0310.1240	0110.8586	1,970.00	
8638	09/02/2022	R. JOE AULDS, JUSTIC	PRINTED	17,863.69	01.061.0310.1240	0110.8586	300.18	
3639	09/02/2022	ROBBY M. SHAWVER JP#	PRINTED	810.00	01.061.0310.1240	0110.8586	542.00	
3455	07/07/2022	R. JOE AULDS, JUSTIC	PRINTED	22,235.62	01.061.0310.1240	0110.8586	6,798.33	
3456	07/07/2022	ROBBY M. SHAWVER JP#	PRINTED	1,028.00	01.061.0310.1240	0110.8586	611.00	
3575	08/09/2022	Wayne Lindemann, JP	PRINTED	5,191.00	01.061.0310.1240	0110.8586	977.00	
3652	09/12/2022	CARSON SCARBROUGH JP		8,988.00	01.061.0310.1240	0110.8586	1,918.00	
3460	07/07/2022	CARSON SCARBROUGH JP		6,647.00	01.061.0310.1240	0110.8586	1,987.00	
3462	07/08/2022	Wayne Lindemann, JP	PRINTED	6,931.00	01.061.0310.1240	0110.8586	2,290.00	
3560	08/08/2022	R. JOE AULDS, JUSTIC		9,450.89		0110.8586	2,356.00	
3654	09/12/2022	Karren Winter, Count			01.061.0310.2301	0110.8586	689.82	
8465	07/11/2022			7,641.28		0110.8586	370.77	
3565	08/09/2022	Karren Winter, Count	PRINTED	2,469.76	01.061.0310.2301	0110.8586	294.54	
							22,517.64	_
Total :	for 010 01-01-	20 Forward					22,517.64	

## SETTING UP YOUR TEXNET PAYMENT PORTAL



Log onto texnet.cpa.Texas.gov to enroll



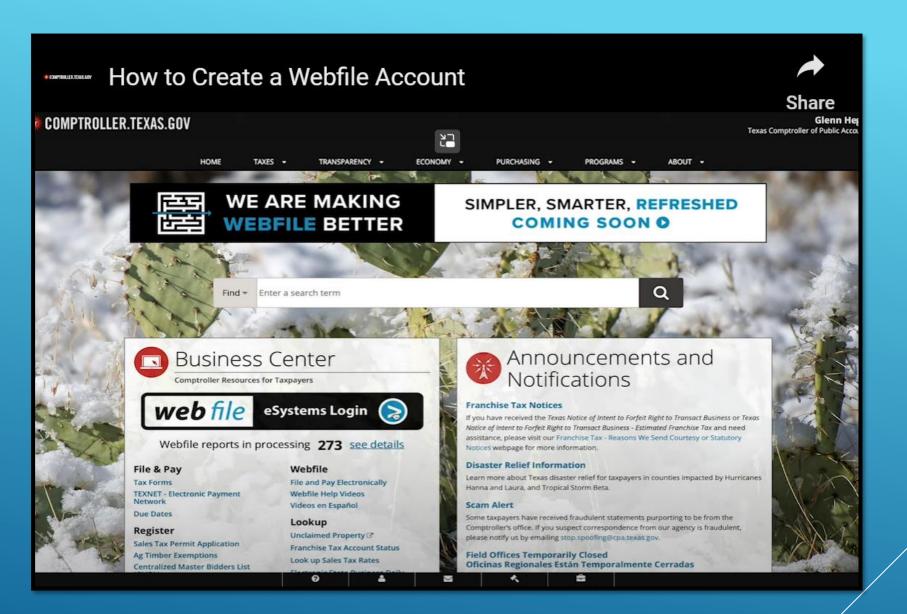
Create your profile



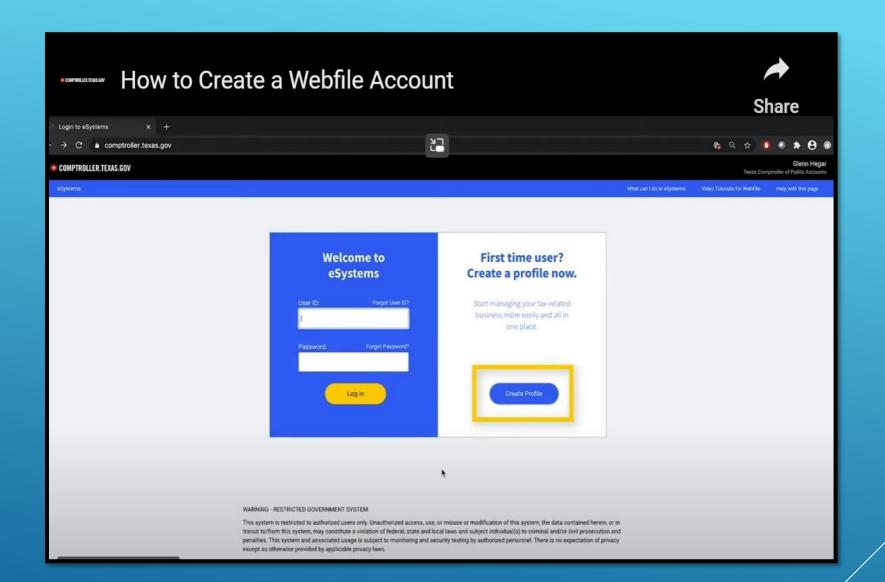


You will receive an email with a verification link, which will allow you to log in.

You will click on the hyperlink with your county's account number to get your payment center set!

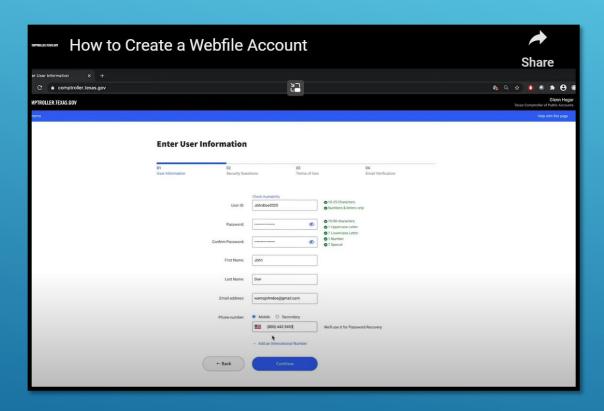


Go to Comptroller.Texas.gov and click the blue webfile arrow

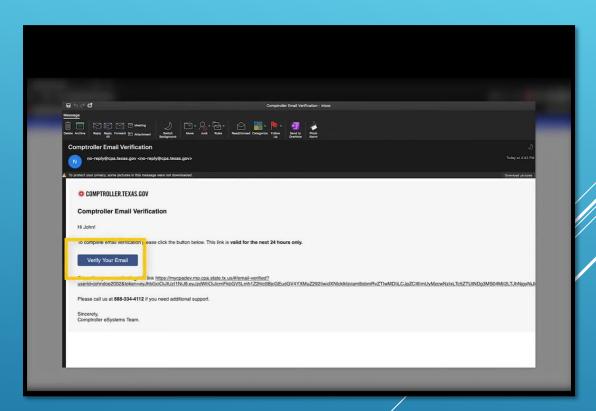


First time user? Click the blue button!

### CREATING YOUR NEW WEBFILE ACCOUNT

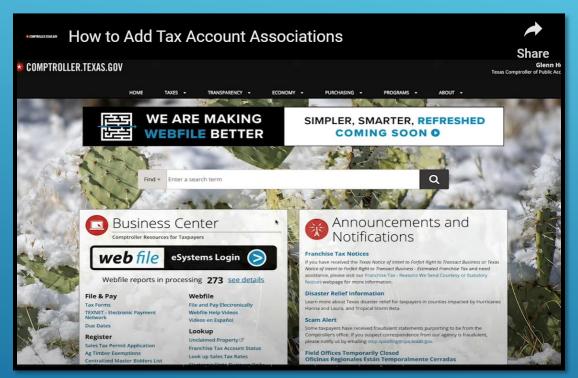


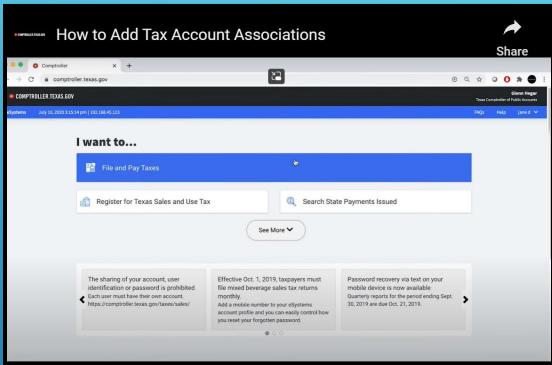
Set up your account by adding your information in and setting up your security questions. You will receive a confirmation email.



You did it! You're ready to file your report.

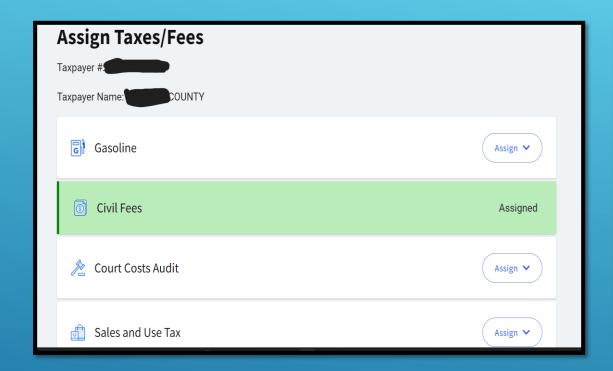
### SETTING YOUR ACCOUNTS UP TO FILE ELECTRONICALLY

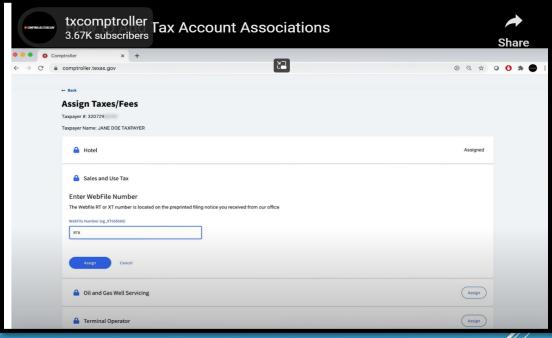




Log into Comptroller. Texas. gov to access your account via the blue esystems login arrow.

Click on the blue "File and Pay" bar to assign your tax accounts

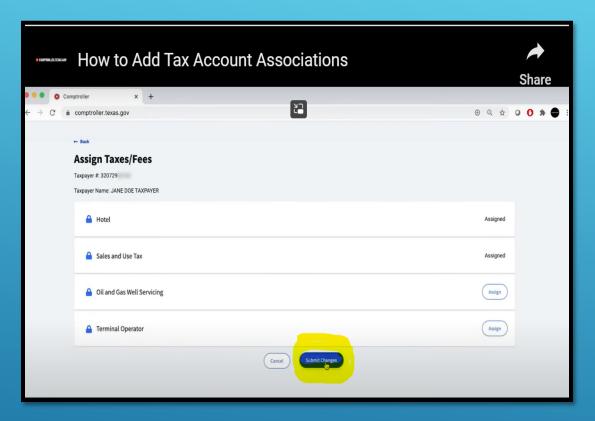




The fees that are assigned to your county will be available. Click the "Assigned" button for the state fees that are applicable to your office.

On the next screen you will need the RT number for your fees. The RT number is found on the top left-hand corner of your paper return. You will need it to complete this process. Be sure to have it on hand. You will need to do this for each fee you assign.

### LAST STEP....



Do not forget to scroll down to the very bottom of the page and click the very important "Submit Change" button

### GETTING STARTED FILING YOUR REPORT

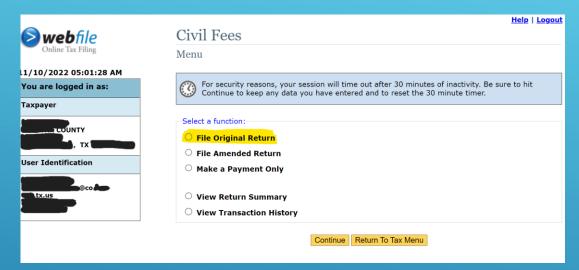


Log into the Comptroller website with your new login

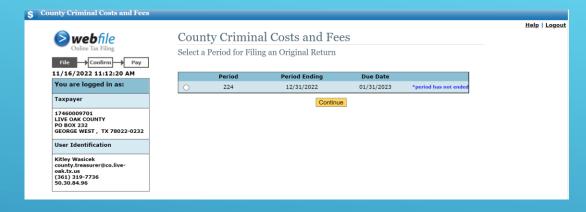


Your login will guide you to a page of "tiles" with your

Previously assigned fees. Click on the tile to take you to your report.



1) Select File Original Return and Continue



2) Select for the period you are filing for. There will be two options when you have a report outstanding

Costs and Fees	
01-01-2020 foward	
01-01-2004 12-31-2019	
09-01-1991 - 12-31-2003	
Bail Bond Fee (BB)	
DNA Testing Fee - Juvenile (DNA JV)	
EMS Trauma Fund (EMS)	
Prior Mandatory Costs (JRF, IDF & JS)	
Juvenile Probation Diversion Fee (JPD)	
State Traffic Fine (STF2) 9-1-19 fwd	
State Traffic Fine (STF) Prior to 9-1-19	
Intoxicated Driver Fine	
Moving Violation Fees (MVF)	
DNA Testing Fee-Felony Conviction (DNA)	
DNA Testing Fee - MSDM & CS (DNA & CS)	
Truancy Prevention/Diversion Fnd (TPD)	
Failure Appear/Pay (rpt 2/3 fee) (FTA)	
Time Payment Fees (rpt 50% of fees) (TP)	
Judicial Fund - Constitutional Court	
Peace Officer Fees (Report 20% of fees)	
Motor Carrier Wght Fines (rpt 50%) (MCW)	
Driving Records Fee (100% of fees) (DRF)	

(Dia )
Continue

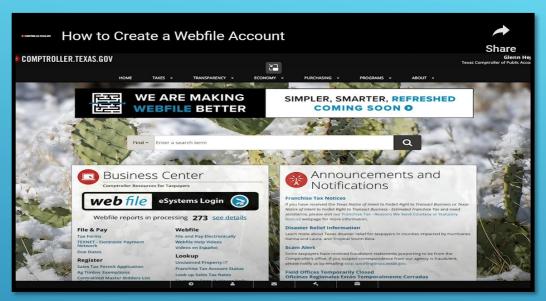
Input the total amount of fees that your county collected in total. The next screen will break the service fees out for you. Only the fees specific to your county will be listed.

	Confirmation: You Have F	iled Succ	essfully	
			- Tile	
You obese to the this	Please do NOT send a report without payment. Yo maid possible assessment of penalties	and a second transfer		in Stornard.
	Print this page for y	our record	S.	
eference Number: 3 ate and Time of Filir	0122093155 <b>ng:</b> 10/28/2022 01:53:02 PM			
axpayer ID:	- X			
axpayer Name: axpayer Address:	COUNTY			
ntered by:				
mail Address:				
elephone Numaer: P Address:				
Audit Cool				
	Costs and Fees	37 984 04	Service Fee -3.798.41	Amount Due 34.185.63
	01-01-2004 12-31-2019	6,900.37	-690.04	6,210.33
	09-01-1991 - 12-31-2003	160.00	-16.00	144.00
	Ball Bond Fee (BB)	2,190.00	-219.00 n/a	1,971.00
	DNA Testing Fee - Juvenile (DNA JV) EMS Trauma Fund (EMS)	461.39	-46.14	415.25
	Prior Mandatory Costs (JRF, IDF & JS)	2,256.14	-225.62	2,030.52
	Juvenile Probation Diversion Fee (JPD)	0.00	n/a	0.00
	State Traffic Fine (STF2) 9-1-19 fwd	20,273.63	-810.95	19,462.68
	State Traffic Fine (STF) Prior to 9-1-19 Intoxicated Driver Fine	2,983.39	-149.17 n/a	2,834.22
	Moving Violation Fees (MVF)	9.90	-0.99	8.91
	DNA Testing Fee-Felony Conviction (DNA)	35.71	-3.58	32.13
	DNA Testing Fee - MSDM & CS (DNA & CS)	79.21 3,045.64	-7.93	71.28 3.045.64
	Truancy Prevention/Diversion Fnd (TPD) Failure Appear/Pay (rpt 2/3 fee) (FTA)	1,361.62	n/a n/a	1,361.62
	Time Payment Fees (rpt 50% of fees) (TP)	389.48	n/a	389.48
	Judicial Fund - Constitutional Court	453.97	n/a	453.97
	Peace Officer Fees (Report 20% of fees) Motor Carrier Wight Fines (rpt 50%) (MCW)	727.35 10,147.83	n/a n/a	727.35 10,147.83
	Driving Records Fee (100% of fees) (DRF)	0.00	n/a	0.00
ubtotal		01000	-5,967.83	83,491.84
			Total Fee Due	= 83,491.84
				= 83,491,84
		9	Pending Payments	- 0.00
	To		Due and Payable	= 83,491.84
	Print   Return to Menu   File for	Another Taxoave		
	The second of the second second	er www.c-com		
texas.gov   Texas	Records and Information Locator (TRAIL) St.			ity Texas Veterans Portal
Privary a	nd Security Policy Accessibility Policy Link	Policy Public	Contact Us Information Act   Com	pact with Texans
Littacy	THE STREET, PROPERTY AND ADDRESS.	Canalia, Lauria	Annual Control of the	TOTAL

This will be the confirmation to the amounts you collected, amount due to your county and amount due to state

Most Importantly!!!!!!!

ALL OF THE NUMBERS YOU ARE
INPUTTING AND THE FEES THAT
THE SYSTEM CREATES MUST
BALANCE BACK TO ALL OF THE
DOCUMENTATION FROM YOUR
SYSTEM AND IN-OFFICE BACK
UP SPREADSHEETS!!!!!!!!



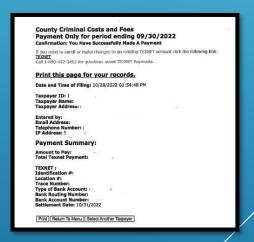
1) Back to the Comptroller's Home Page....



3) Select make a payment



2) Select your report and click the tile



4) Print verification of payment for your record

### SO, AT THE END OF THE DAY.....

- -Understand that you are collecting and submitting your county's fines and fees collected by the courts in the specified time due to Texas Local Government Code
- -Have your TexNet and Webfile portals set up (before the last minute is a good idea!!)
- -Ensure that your monthly collections worksheet balance with your accounting software reports and those amounts are the amounts you report to the Comptroller
- -Print your confirmations for filing your reports and remitting your payment
- -Keep your back-up evidence collected
- -Be sure to file your report <u>AND</u> remit your payment

# Comptroller Contacts:

Website: Comptroller.Texas.gov

Email contact: Court.costs@cpa.Texas.gov

To connect by phone: Michael Bullock 512-463-4276