

Fee Transmittal for State of Michigan Local Corrections Officer Training Fund

Issued under authority of P.A. 124 of 2003.

PART 1: REPORT INFORMATION			
County	Report Year		
Mailing Address	Report Period — Check the appropriate box <input type="checkbox"/> Jan/Feb/Mar — Due April 15 <input type="checkbox"/> Apr/May/June — Due July 15 <input type="checkbox"/> Jul/Aug/Sep — Due October 15 <input type="checkbox"/> Oct/Nov/Dec — Due January 15		
City	State	ZIP Code	
PART 2: BOOKING FEE INFORMATION			
1. Report total number of bookings for the Report Period.....	1.		
2. Total State's share of booking fees collected for the Report Period.....	2.	\$	
3. Total State's share of booking fees refunded for the Report Period.....	3.	\$	
TOTAL STATE'S SHARE OF BOOKING FEES DUE THE STATE OF MICHIGAN. SUBTRACT LINE			
4. 3 FROM LINE 2	4.	\$	
PART 3: PREPARER CERTIFICATION — Complete using the information of the form preparer.			
<i>I certify that the fees reported and remitted were collected and are transmitted in compliance with the specified statutes.</i>			
Preparer's Name	Title		
Signature	Date		
E-Mail Address	Telephone Number	Fax Number	

If an amount is due on line 4, make a check payable to **“State of Michigan,”** and indicate **“LCOT”** on the front of check. Do not staple check to form.

Mail this original transmittal form and payment, if applicable, to:

Michigan Department of Treasury
Receipts Processing Division
PO Box 30788
Lansing MI 48909-8288

If you have any questions, contact the Michigan Sheriffs' Coordinating and Training Council by phone at (517) 999-7282 or by fax at (517) 999-0121.

Instructions for Completing Fee Transmittal for State of Michigan Local Corrections Officer Training Fund

General Instructions:

The goal is to have reporting and payment consistency between counties.

Checks must be made payable to “**State of Michigan**” and indicate “**LCOT**”.

Note: The due date for each reporting period has changed to be due 15 days after the end of the reporting period.

Line-by-Line Instructions:

Part 2, Line 1: Enter the total number of bookings for the Report Period.

Part 2, Line 2: Enter the total State’s share of booking fees (the first \$2.00 of each booking fee) collected for the Report Period.

Note: According to Public Act 124 of 2003, Section 4b(5)(a), Once each calendar quarter, the sheriff shall forward \$2.00 of each fee collection to the state treasurer for deposit in the local corrections officers training fund created in the local corrections officers training act. **Note:** Do not net out fees for the refunds.

Part 2, Line 3: Enter the total State’s share of booking fees (the first \$2.00 of each booking fee) refunded for the Report Period.

Note: These should not be netted against Line 2.

Part 2, Line 4: Enter the net State’s share of booking fees due to the State of Michigan. Subtract Line 3 from Line 2 and enter that amount.