

# ARIZONA STATE TREASURER'S OFFICE

## State Remittance Detail Report

### Instructions – Form TRE 101A

Use this form only for deposits required by Arizona Revised Statutes to be made directly with the State Treasurer.

Enter the Report Period.

Enter the Date the report is prepared.

Enter your Depositor Code (a four digit number assigned by the State Treasurer's Office (which begins with a 5 or 6).

Enter the name, title and telephone number of the person preparing the report.

Enter your County, City or Court name and address.

Enter the dollar amount on the appropriate line for each kind of revenue that you are depositing.

For new or unlisted items, use lines under **OTHER REVENUES**.

Enter the amount paid by check and/or the amount paid by wire.

**Negative amounts are not allowed on this form.**

In the event of an overpayment, please call (602) 542-7819 for instructions.

Enter the total remittance.

Make your check payable to the Arizona State Treasurer; mail to the State Treasurer's Office, 1700 West Washington, Phoenix, Arizona 85007-2812.

Secure your check by stapling it to the top of the remittance form.

Make a photocopy of the completed form for your records.

If you want a receipt, send two copies of your report, either photocopied or computer generated; one copy will be validated and returned to you for your receipt.

If you have any questions, please contact the Remittance Receipts Accountant at (602) 542-7819.