

## Accessing the Outstanding System and Submitting a Revenue Report

**Step 1:** Navigate to <https://apps.nd.gov/st/dist/tdoc/login.htm>

**Step 2:** Enter your login and password in the designated boxes

The screenshot shows the login interface for the 'TAX DISTRIBUTION & OUTSTANDING CHECKS' system, managed by the 'OFFICE OF STATE TREASURER'. The page title is 'North Dakota login'. Below the title, it states 'You are entering State Treasurer Online Tax Distribution and Outstanding Checks System.' A note advises users not to use browser back/forward buttons. The main content area is divided into two sections: 'Already Registered - Not sure?' and 'New to North Dakota Online Services?'. The 'Already Registered' section contains input fields for 'North Dakota Login' (with the example 'asprynczynatyk') and 'Password' (with masked characters), along with 'Forgot Login' and 'Forgot Password' links, and a 'Login' button. Below this is a link to 'Update your account'. The 'New to North Dakota Online Services?' section features a 'Register Now!' button, a list of benefits (one login for multiple services, secure access), and a link to the 'FAQ'. At the bottom, it provides contact information for the 'Service Desk'.

If you do not have North Dakota Login, select “Register Now!” and fill in the required information to create a login and password.

**NOTE: This login and password is separate from your PeopleSoft login.** If you do not have a second ND login, you will need to click “Register Now!”

When you create the login and password it can be the same as your PeopleSoft login so it is easier to remember.

If you need to create a login and password you will need to contact either Alyx Sprynczynatyk 328-4695 [asprynczynatyk@nd.gov](mailto:asprynczynatyk@nd.gov) or Alex Petersen 328-4691 [alpetersen@nd.gov](mailto:alpetersen@nd.gov) so they can finish the authorization process and give you access to your county.

You will also need to contact Alyx or Alex if a user’s access needs to be removed or a new user needs to be added.

**Step 3: Select Revenue Reporting**

**Main Menu**

Category
<a href="#">Outstanding Checks</a>
<a href="#">Revenue Reporting</a>
<a href="#">Cognos Reports</a> 

**Step 4:** Select “View” next to the current month (Current month will always be at the top of the list. Previous months can be viewed, but reports can no longer be added to the month.)

Report Month	Revenue Report Total	Refund Total	Action
October 2015	\$0.00	\$0.00	<a href="#">View</a>
September 2015	\$10,580.80	\$0.00	<a href="#">View</a>
August 2015	\$6,856.44	\$0.00	<a href="#">View</a>
July 2015	\$10,106.99	\$0.00	<a href="#">View</a>
June 2015	\$7,446.94	\$0.00	<a href="#">View</a>
May 2015	\$7,737.83	\$0.00	<a href="#">View</a>

\*Totals include pending transactions

**Reminder that all reports and payments are due on the 15<sup>th</sup> of the month.** If the cut-off is missed, the report will need to be submitted in the next month.

**Step 5:** Scroll to the bottom of the page and select “Add Revenue Report”

**Total Amounts Reported**

Fee Types	Reported	Refunded	Total	Action
1 - Bail Bond Forfeitures			\$0.00	<a href="#">Request Refund</a>
2 - Civil Filing Fees			\$0.00	<a href="#">Request Refund</a>
3 - Court Administration Fee			\$0.00	<a href="#">Request Refund</a>
4 - Criminal Administration Fee			\$0.00	<a href="#">Request Refund</a>
5 - District Court Costs			\$0.00	<a href="#">Request Refund</a>
6 - Indigent Defense Recoupment			\$0.00	<a href="#">Request Refund</a>
7 - Motion To Modify An Order			\$0.00	<a href="#">Request Refund</a>
8 - Municipal Court Transfer Revenue			\$0.00	<a href="#">Request Refund</a>
9 - Miscellaneous Revenue State			\$0.00	<a href="#">Request Refund</a>
10 - Domestic Violence Prevention Fund			\$0.00	<a href="#">Request Refund</a>
11 - Displaced Homemaker Account			\$0.00	<a href="#">Request Refund</a>
12 - Indigent Civil Legal Service Fund			\$0.00	<a href="#">Request Refund</a>
13 - Medical Center Levy			\$0.00	<a href="#">Request Refund</a>
14 - State Tuition Fund			\$0.00	<a href="#">Request Refund</a>
15 - Indigent Defense Administration Fund			\$0.00	<a href="#">Request Refund</a>
16 - Indigent Defense/Facilities Fund			\$0.00	<a href="#">Request Refund</a>
17 - Restitution Collection Assistance Fund			\$0.00	<a href="#">Request Refund</a>
18 - Community Service Supervision Fund			\$0.00	<a href="#">Request Refund</a>
20 - Statewide Interoper Radio Network Fund			\$0.00	<a href="#">Request Refund</a>
<b>Total:</b>	<b>\$0.00</b>	<b>(\$0.00)</b>	<b>\$0.00</b>	

**Transactions**

Date Submitted	Amount	Payment Type	Status	Case Number/ Fee Type	Action
<b>Total:</b>		<b>\$0.00</b>			

[Return](#) [Add Revenue Report](#)

A blank, fillable report will open similar to the paper copy of the report that was previously submitted.

<b>Amounts Reported</b>	
1 - Bail Bond Forfeitures	<input type="text"/>
2 - Civil Filing Fees	<input type="text"/>
3 - Court Administration Fee	<input type="text"/>
4 - Criminal Administration Fee	<input type="text"/>
5 - District Court Costs	<input type="text"/>
6 - Indigent Defense Recoupment	<input type="text"/>
7 - Motion To Modify An Order	<input type="text"/>
8 - Municipal Court Transfer Revenue	<input type="text"/>
9 - Miscellaneous Revenue State	<input type="text"/>
10 - Domestic Violence Prevention Fund	<input type="text"/>
11 - Displaced Homemaker Account	<input type="text"/>
12 - Indigent Civil Legal Service Fund	<input type="text"/>
13 - Medical Center Levy	<input type="text"/>
14 - State Tuition Fund	<input type="text"/>
15 - Indigent Defense Administration Fund	<input type="text"/>
16 - Indigent Defense/Facilities Fund	<input type="text"/>
17 - Restitution Collection Assistance Fund	<input type="text"/>
18 - Community Service Supervision Fund	<input type="text"/>
20 - Statewide Interoper Radio Network Fund	<input type="text"/>
<b>Total:</b>	<b>0.00</b>

**Step 6:** Enter the cursor in your first line item. Start entering by line item (USE TAB BUTTON to move to next field or SHIFT TAB to move back; or you can click into fields you need). After you have completed filling in your line items, **double check that the report total and the payment total match.**

**NOTE:** Do not enter a comma into an amount or a dollar sign before an amount. When these are entered, the total of the report will remain at zero and you will receive an error message when submitting.

**NOTE:** When entering amounts without change, do not add a decimal point without adding the 2 following zeros, otherwise you will receive an error message when submitting.

See below for an example of how not to enter the amount and the error message that will be returned:

9 - Miscellaneous Revenue State	<input type="text" value="\$10"/>
10 - Domestic Violence Prevention Fund	<input type="text" value="1,000.00"/>
11 - Displaced Homemaker Account	<input type="text" value="25."/>

**You must correct the following error(s) before proceeding:**

- Miscellaneous Revenue State must be numeric and in 9999999.99 format.
- Domestic Violence Prevention Fund must be numeric and in 9999999.99 format.
- Displaced Homemaker Account must be numeric and in 9999999.99 format.

See below for an example of the correct ways to add an amount without change on the end:

8 - Municipal Court Transfer Revenue	<input type="text" value="25"/>
9 - Miscellaneous Revenue State	<input type="text" value="25.00"/>
10 - Domestic Violence Prevention Fund	<input type="text"/>

If a line item has a zero dollar amount, a "0" can be placed in that line or the line can be left blank.

See below for an example of a completed report:

<b>Amounts Reported</b>	
1 - Bail Bond Forfeitures	<input type="text"/>
2 - Civil Filing Fees	195
3 - Court Administration Fee	<input type="text"/>
4 - Criminal Administration Fee	875
5 - District Court Costs	<input type="text"/>
6 - Indigent Defense Recoupment	300
7 - Motion To Modify An Order	<input type="text"/>
8 - Municipal Court Transfer Revenue	<input type="text"/>
9 - Miscellaneous Revenue State	<input type="text"/>
10 - Domestic Violence Prevention Fund	<input type="text"/>
11 - Displaced Homemaker Account	<input type="text"/>
12 - Indigent Civil Legal Service Fund	45
13 - Medical Center Levy	<input type="text"/>
14 - State Tuition Fund	6289
15 - Indigent Defense Administration Fund	66.98
16 - Indigent Defense/Facilities Fund	685
17 - Restitution Collection Assistance Fund	<input type="text"/>
18 - Community Service Supervision Fund	<input type="text"/>
20 - Statewide Interoper Radio Network Fund	<input type="text"/>
<b>Total:</b>	<b>8455.98</b>

**Step 7:** Select your payment method and fill in needed information.

ACH (initiated by Office of State Treasurer) - Fill in your bank account information (the funds will be pulled from the account after 5:00 p.m. on the day the report is approved)

**\*Banking Details**

ACH (initiated by Office of State Treasurer)  
 ACH (initiated by County)  
 Check

**ACH Information**

\*Routing Number:   
\*Account Number:   
\*Account Type:  Checking  Saving

Here is where you will enter your bank account information if submitting payment by ACH

**\*Submitted By**

\*Name:   
Telephone:   
\*Email:

\*I hereby certify that this is a full, true, and correct statement of all state revenue collected

[Cancel](#) [Add](#)

\*Required

ACH (initiated by County) – The County initiates the transfer of funds to the Office of State Treasurer’s account

**\*Banking Details**

- ACH (initiated by Office of State Treasurer)
- ACH (initiated by County)
- Check

Contact Alyx and Alex for account information if you would like to begin making electronic payments

**ACH Information**

Make remittance payable to STATE TREASURER  
Telephone: 701-328-2643

**\*Submitted By**

\*Name:   
Telephone:   
\*Email:

\*I hereby certify that this is a full, true, and correct statement of all state revenue collected

[Cancel](#) [Add](#)

\*Required

Check – Mail your check to the address provided (submission of a paper report with the check is **not** necessary)

**\*Banking Details**

- ACH (initiated by Office of State Treasurer)
- ACH (initiated by County)
- Check

**Check Information**

Make remittance payable to STATE TREASURER

Telephone: 701-328-2643

SEND REMITTANCE TO:

Office of State Treasurer

600 E. Boulevard Ave.

Bismarck, ND 58505-0600

This is the address you will mail a check to if that payment option is selected.

**\*Submitted By**

\*Name:

Telephone:

\*Email:

\*I hereby certify that this is a full, true, and correct statement of all state revenue collected

[Cancel](#) [Add](#)

\*Required

**Step 8:** Complete the “Submitted By” section, check the Certification Box, and click “Add” to submit the revenue report.

Below is how your “Add a Revenue Report” screen will look after a report has been added.

**NOTE** – If your county completes a separate report for the Court versus Treasurer/Auditor Collections, you may see another report already entered for your county under “Transactions”

<b>Total Amounts Reported</b>				
Fee Types	Reported	Refunded	Total	Action
1 - Bail Bond Forfeitures			\$0.00	<a href="#">Request Refund</a>
2 - Civil Filing Fees	\$195.00		\$195.00	<a href="#">Request Refund</a>
3 - Court Administration Fee			\$0.00	<a href="#">Request Refund</a>
4 - Criminal Administration Fee	\$875.00		\$875.00	<a href="#">Request Refund</a>
5 - District Court Costs			\$0.00	<a href="#">Request Refund</a>
6 - Indigent Defense Recoupment	\$300.00		\$300.00	<a href="#">Request Refund</a>
7 - Motion To Modify An Order			\$0.00	<a href="#">Request Refund</a>
8 - Municipal Court Transfer Revenue			\$0.00	<a href="#">Request Refund</a>
9 - Miscellaneous Revenue State			\$0.00	<a href="#">Request Refund</a>
10 - Domestic Violence Prevention Fund			\$0.00	<a href="#">Request Refund</a>
11 - Displaced Homemaker Account			\$0.00	<a href="#">Request Refund</a>
12 - Indigent Civil Legal Service Fund	\$45.00		\$45.00	<a href="#">Request Refund</a>
13 - Medical Center Levy			\$0.00	<a href="#">Request Refund</a>
14 - State Tuition Fund	\$6,289.00		\$6,289.00	<a href="#">Request Refund</a>
15 - Indigent Defense Administration Fund	\$66.98		\$66.98	<a href="#">Request Refund</a>
16 - Indigent Defense/Facilities Fund	\$685.00		\$685.00	<a href="#">Request Refund</a>
17 - Restitution Collection Assistance Fund			\$0.00	<a href="#">Request Refund</a>
18 - Community Service Supervision Fund			\$0.00	<a href="#">Request Refund</a>
20 - Statewide Interoper Radio Network Fund			\$0.00	<a href="#">Request Refund</a>
<b>Total:</b>	<b>\$8,455.98</b>	<b>(\$0.00)</b>	<b>\$8,455.98</b>	

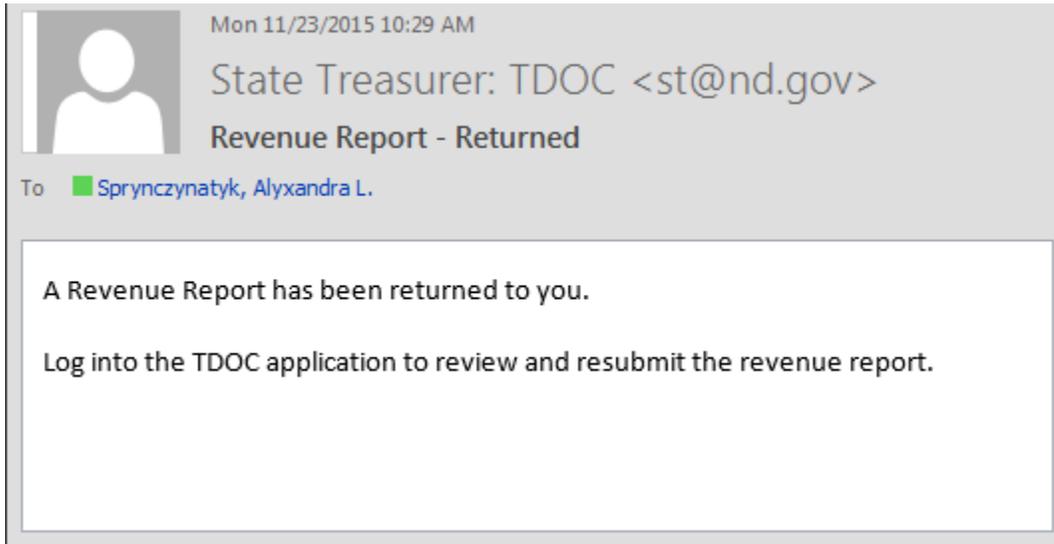
<b>Transactions</b>					
Date Submitted	Amount	Payment Type	Status	Case Number/ Fee Type	Action
06/08/2017	\$8,455.98	Check	Awaiting Check		<a href="#">View</a>
<b>Total:</b>	<b>\$8,455.98</b>				

When the above status has been changed from “Awaiting Check/Awaiting Approval” to “Approved,” this means your Check/ACH has been received by our office and your report contains no errors. If you find that you have an error, contact Alyx Sprynczynatyk 328-4695 [asprynczynatyk@nd.gov](mailto:asprynczynatyk@nd.gov) or Alex Petersen 328-4691 [alpetersen@nd.gov](mailto:alpetersen@nd.gov) so your entry can be returned for editing.

## Receiving & Editing a Returned Report

If a revenue report is submitted with an error, our office will be returning the report to the submitter.

The submitter will receive the following email, directing them to log into TDOC to view, correct, and resubmit the report that was returned.



If you have questions, do **not** respond to this email. Please contact Alyx Sprynczynatyk 328-4695 [asprynczynatyk@nd.gov](mailto:asprynczynatyk@nd.gov) or Alex Petersen 328-4691 [alpetersen@nd.gov](mailto:alpetersen@nd.gov) with any questions or concerns.

When you open TDOC and view the Transactions, you will see the status of “Returned” for the payment that was returned. Select “View” to see the comment inserted by our office as to why the report was returned and what needs correcting.

### Transactions

Date Submitted	Amount	Payment Type	Status	Case Number/ Fee Type	Action
11/10/2015	\$8,455.98	Check	Approved		<a href="#">View</a>
11/18/2015	\$191.76	Check	Approved		<a href="#">View</a>
11/23/2015	\$145.00	Check	Returned		<a href="#">View</a>
<b>Total:</b>	<b>\$8,792.74</b>				

### Payment Details

Type:

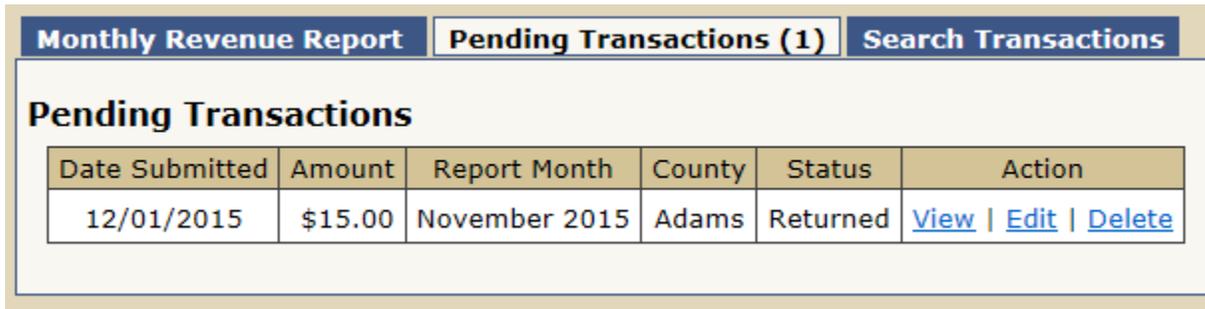
Comments: Your report total and check total do not match. Please correct your report or contact us if you need your check returned.

**Step 1:** Return to the main Revenue Report screen and select “Pending Transactions” at the top of the page.



The screenshot shows the top navigation bar of the Revenue Report page. It includes a breadcrumb trail: [Main Menu](#) | [Revenue Report](#). Below this, the page title is "Revenue Report". At the bottom of the navigation area, there are three tabs: "Monthly Revenue Report", "Pending Transactions (1)", and "Search Transactions". The "Pending Transactions (1)" tab is currently selected.

**Step 2:** Select “Edit” to correct the error and resubmit the Revenue Report, or select “Delete” to delete the report so a new report can be entered.



The screenshot shows the "Pending Transactions" section of the Revenue Report page. It features a table with the following data:

Date Submitted	Amount	Report Month	County	Status	Action
12/01/2015	\$15.00	November 2015	Adams	Returned	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>

Our office will then look over the resubmitted report and approve it when all corrections have been made.

## Submitting a Refund Request

**Step 1:** In the most current report month, select “Refund Request” next to the line total you are requesting a refund from. There does not need to be an amount in the Total column for you to request a refund.

For Example: If we are in the month of November and you submitted your report totals for October, request the refund from the October totals

<b>Total Amounts Reported</b>				
Fee Types	Reported	Refunded	Total	Action
1 - Bail Bond Forfeitures			\$0.00	<a href="#">Request Refund</a>
2 - Civil Filing Fees	\$195.00		\$195.00	<a href="#">Request Refund</a>
3 - Court Administration Fee			\$0.00	<a href="#">Request Refund</a>
4 - Criminal Administration Fee	\$875.00		\$875.00	<a href="#">Request Refund</a>
5 - District Court Costs			\$0.00	<a href="#">Request Refund</a>
6 - Indigent Defense Recoupment	\$300.00		\$300.00	<a href="#">Request Refund</a>
7 - Motion To Modify An Order			\$0.00	<a href="#">Request Refund</a>
8 - Municipal Court Transfer Revenue			\$0.00	<a href="#">Request Refund</a>
9 - Miscellaneous Revenue State			\$0.00	<a href="#">Request Refund</a>
10 - Domestic Violence Prevention Fund			\$0.00	<a href="#">Request Refund</a>
11 - Displaced Homemaker Account			\$0.00	<a href="#">Request Refund</a>
12 - Indigent Civil Legal Service Fund	\$45.00		\$45.00	<a href="#">Request Refund</a>
13 - Medical Center Levy			\$0.00	<a href="#">Request Refund</a>
14 - State Tuition Fund	\$6,289.00		\$6,289.00	<a href="#">Request Refund</a>
15 - Indigent Defense Administration Fund	\$66.98		\$66.98	<a href="#">Request Refund</a>
16 - Indigent Defense/Facilities Fund	\$685.00		\$685.00	<a href="#">Request Refund</a>
17 - Restitution Collection Assistance Fund			\$0.00	<a href="#">Request Refund</a>
18 - Community Service Supervision Fund			\$0.00	<a href="#">Request Refund</a>
20 - Statewide Interoper Radio Network Fund			\$0.00	<a href="#">Request Refund</a>
<b>Total:</b>	<b>\$8,455.98</b>	<b>(\$0.00)</b>	<b>\$8,455.98</b>	

**Reminder that all refund requests are due on the 24<sup>th</sup> of the month.** If the cut-off is missed, the refund will be paid out after the 1<sup>st</sup> of the following month.

**Step 2:** Enter the Refund Request information into the correct fields, similar to the physical form previously submitted. When the information has been entered, check the Certification box and “Add” the request.

You do **not** need to send our office a physical copy of the form previously submitted.

**Case Details**

\*Case Number:

\*Name of Defendant:

\*District Judge:

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**Refund Details**

It is hereby ordered that the amount specified below be refunded according to details below as directed by the Court regarding the above-entitled case:

Fee Type: Bail Bond Forfeitures

\*Amount:  (9999999.99)

Description:

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**Refund Payments**

Check or ACH Refund Payments will be processed after the 24th of each month.

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**Submitted By**

\*Name:

\*City:  , ND

\*Telephone:  (7015559999)

\*Email:

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\*I hereby certify that this is a full, true, and correct statement of a Request for Refund.

[Cancel](#) [Add](#)

After the refund request has been submitted, it will show up in Transactions as “Awaiting Approval.” Your county will receive either an ACH or Physical Check when the status of the refund has been updated to “Approved,” indicating the request has been processed.

<b>Transactions</b>					
Date Submitted	Amount	Payment Type	Status	Case Number/ Fee Type	Action
11/10/2015	\$8,455.98	Check	Approved		<a href="#">View</a>
11/18/2015	\$191.76	Check	Approved		<a href="#">View</a>
11/23/2015	(\$25.00)	ACH	Awaiting Approval	222 / 1 - Bail Bond Forfeitures	<a href="#">View</a>
<b>Total:</b>	<b>\$8,622.74</b>				

If you find that you have an error, contact Alyx Sprynczynatyk 328-4695 [asprynczynatyk@nd.gov](mailto:asprynczynatyk@nd.gov) or Alex Petersen 328-4691 [alpetersen@nd.gov](mailto:alpetersen@nd.gov) so your entry can be returned for editing.