



PER CAPITA TAX (PCT) – STATE PAYMENTS FOR LOCALS

To review your local's Per Capita Tax invoices, navigate to the left control panel and choose:

PER CAPITA TAX then STATE PAYMENTS

State Payments

Review and pay your Per Capita Tax invoices.

Select an Organization *

Support Professional Firefighters Local# 123

+ PAYMENT METHODS

Organization	Allows ACH	Allows CC	Last Invoice Date	Last Invoice Amount	Due Date	Overdue Amount	New Payments	Returned Payments	Current Balance	
Professional Fire Fighters Of Maine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	09/15/2020	\$50.00	09/30/2020	0.00	0.00	0.00	\$50.00	Pay

100 items per page

1 - 1 of 1

DETAILS >

EXPORT

You will be presented with a history of your Per Capita Tax invoices.

If you have not already added a payment method, you can do so here by selecting the blue command button **+ PAYMENT METHODS** in the top right corner.

+ PAYMENT METHODS

Once a payment method has been added, SMART will retain that information for future payments. When you are ready to pay an invoice, choose the **PAY** button on the current invoice.

Pay



Invoices will be sent electronically to the member that is designated as the **Financial Contact**. To assign an officer such as Treasurer or Secretary/Treasurer go to: **MY TOOLBOX → ORGANIZATION PROFILE** and choose **POSITIONS**. Under the appropriate position check the box indicating **PRIMARY FINANCIAL CONTACT**.



If your local does not have a Treasurer or Secretary/Treasurer, invoices will be sent electronically to the President.

After choosing your State Association, you can review current and previous invoices. The top banner will display a brief summary of Balance, Due Date, Last Invoice amount, Date invoice ran, any Overdue amounts, and if ACH payments are allowed.

There are 2 tabs related to each invoice: **TRANSACTIONS** and **AUTO PAY**.

Transactions will show all Per Capita Tax invoices and payments added to SMART. If you wish to view which members are included in a specific invoice, select the blue command button **MEMBERS INCLUDED** in bottom left.

MEMBERS INCLUDED >

To review the actual invoice, click the down arrow button under the PDF INVOICE column.



You may see the status of current payments and all previous payments made by selecting the **PAYMENTS** button.





Under the **AUTO PAY** tab, you can set your local up to make automated Per Capita Tax payments on the 15th of each month. The payment methods you have created for your local will be available for auto pay selection.

TRANSACTIONS **AUTO PAY**

*By filling out and submitting this form, you are giving us your explicit permission to use the specified payment method to pay off your entire PCT invoice balance to "A0009 - Professional Fire Fighters Of Georgia" each month on the day of the month indicated.

Payment Method

I do NOT want to make automatic payments

PINNACLE BANK *2075 (Private)

Day of the Month

Pay each month on this day *
15th of the Month

Any data can be converted to an Excel spreadsheet when there is an Excel **EXPORT** button.

