

**2023 PER CAPITA TAX
REPORTING FORMS AND INSTRUCTIONS**

Enclosed for your use is a supply of the 2023 Per Capita Tax Reporting Forms reflecting the revised International per capita rates for 2023. These rates are effective with your per capita tax payment **FOR** the month of January 2023.

There are three different per capita tax-reporting forms. Per Capita Payment Form-1 (PCT-1) is used by all locals who remit per capita tax directly to the International; Per Capita Payment Form-3 (PCT-3) and Per Capita Payment Form-5 (PCT-5) are distributed only to those locals who report Agency Shop/Fair Share Units. Detailed instructions for the use of these forms are enclosed.

Should you require assistance in completing the forms or require additional information, please contact the Per Capita Tax Section of the International Union's Accounting Department at (202) 429-1005.

Enclosure

How to use AFSCME Per Capita Payment Form-1, Per Capita Payment Form-3 And Per Capita Payment Form-5

MONTHLY REPORTS OF PER CAPITA PAYMENT

1. The applicable forms should be completed each month and submitted to the International Union at 1625 L Street, N.W., Washington, D.C. 20036. Please indicate in the appropriate spaces the amounts due for per capita tax and initiation/reinstatement fees. The reports are due no later than the 15th day of the month following receipt of dues, in accordance with the provisions of the International Constitution, Article IX, Section 10.
2. There are three separate forms. Per Capita Payment Form-1 must be completed by **all** reporting locals. Your Local will receive Forms Per Capita Payment Form-3 or Per Capita Payment Form-5 only if applicable to your state.
 - **Per Capita Payment Form-1** is for reporting per capita tax on dues received from members. Per Capita Payment form-1 is a summary sheet for totaling all units reported on Per Capita Payment form-3 and Per Capita Payment form-5, additional payments for initiation and/or reinstatement fees, and any adjustment in payment for over/short from previous report. **This form must accompany every per capita tax payment submitted.**
 - **Per Capita Payment Form-3** is for reporting per capita on fees received from agency fee payors whose fees are set at 100% of members' dues.
 - **Per Capita Payment Form-5** is for reporting per capita on fees received from agency fee payors whose fees are set at **less than 100%** of members' dues.
3. Separate forms should be used for each month's per capita tax that the local union is submitting.
4. Heading: The first part of each form provides a blank space for recording the local union name, the local union number, the council number, the state, the month for which per capita tax is being reported and the date. Use extreme care to ensure that each blank space is completed, as the local's payment cannot be applied properly without this information.
5. Dues and Fees Units: The next section of each form provides blank spaces for reporting units and amounts of per capita tax on dues and fees collected for the month being reported. This section provides space for reporting separately on:

- Regular dues and fees units.
- Dues and fees received for those with regular work schedules of 20 or fewer but more than 12 hours per week.
- Dues and fees received for those with regular work schedules of 12 or fewer hours per week.

Per Capita Payment Form-1: REPORTING ON MEMBERS DUES

1. Members-Regular Full-Time Units Payroll Deduction

a. Dues Units Collected-Payroll Deduction

When payroll deduction is received more than once in a month for any one month's dues, use the average number of units received, **DROPPING** any fraction from the average figure.

For Example: Local 5656 receives during the month of April two payroll deduction checks from the employer for dues deducted in March.

UNITS	AMOUNT	PAY PERIOD	DATE RECEIVED
143	\$2,724.15	3/15	4/05
145.5	\$2,771.78	3/31	4/20

Local 5656 is required to file a Per Capita Tax form-1, "Monthly Report of Per Capita Payment" for all monthly dues payments received in the month **by the 15th day of the following month**. Therefore, Local 5656 would be filing the report for March dues deductions received in April no later than May 15.

The number of units for payroll deduction would be computed as follows: 143 units plus 145.5 units (= 288.50 units) divided by 2 (because two payroll deductions for March were received) equals 144.25 units or 144 units, **dropping** the fraction. The units are then multiplied by the \$14.90 per capita tax and posted in the Amount Column. (Please reference sample form enclosed.)

b. Cash Dues Collected

Record all cash units collected during the month without regard to the month for which they are paid.

For Example: During the month, Local 5656 collected cash dues from 5 members. Some of these members paid dues for more than one

month. The total number of monthly dues payments received was 10. Ten units would be recorded in this section. (See sample form)

c. Subtotal

The units for Payroll Deductions and/or Cash are added together and this total is posted on the subtotal line.

For Example: The payroll deduction of 144 units and 10 cash units total 154. This number is entered on the subtotal line. (See sample form)

2. Members-Part-time: Enter number of units for part-time members with regular work schedules of 20 or fewer but more than 12 hours per week **and** part-time with regular work schedules of 12 or fewer hours per week. Follow the same procedures as for regular (full-time) units described above.
3. Total Members Dues Units: Add the amounts for regular (full-time) and part-time units and enter on this line.
4. Totals From Attached Pages: Bring forward the totals from Forms 3 and 5 and enter on these two lines, if any.
5. Total Unit: Add the lines for Total Member Dues Units, Page 2 - Agency/Fair Share Fee Payors at member dues rates – Form 3, **and** Page 3, Agency/Fair Share Fee Payors at less than member dues rates - Form 5 and enter the totals on this line.
6. Initiation-Reinstatement Fees: This section of the form provides for payment for one-half of any amount collected for Initiation and Reinstatement Fees. Maximum fee to member shall not exceed \$25.00 per International Constitution Article IX, Section 9.

For Example: Local 5656 collected a total of \$70.00 in Initiation fees (7 members at \$10.00 each). The local would report \$35.00 for initiation fees. (See sample form)

7. Over or Short From Previous Reports: This section provides for the recording of any "Over or Short Payment from Previous Reports." If your per capita tax payment was incorrectly computed, the International Union will mail a "Per Capita Tax Discrepancy Notice" to your local union. This notice advises of any over or short payments that were found, with an explanation of how the International computed the overage or shortage.

For Example: Local 5656 overpaid their February 2022 report by \$23.00.

The PCT Discrepancy Notice informed Local 5656 of this overage and advised the local to deduct the \$23.00 on their next report. The local does this by recording the (\$23.00) in this section. (See sample form)

8. Over or Short This Report: This section is for the International Union's use only.
9. Total Amount of Check: This section is used to add the Total Amount Column to determine the check amount to be mailed to the International Union.

For Example: Local 5656 would add the following:

Total Full-Time units (154 x 14.90)	\$ 2,294.60
Total Part-Time units (44 x 11.35)	499.40
Total Half-Time units (12 x 7.45)	89.40
Total Form - 3	148.15
Total Form - 5	*0.00
Initiation/Reinstatement Fees (1/2 of \$70.00)	35.00
Over or Short from previous report(s)	<u>(23.00)</u>
	<u>\$ 3,043.55</u>

The \$ 3,043.55 will be the amount of the check made payable to AFSCME International.

10. Comments: The comments section provides space for any pertinent comments the local feels are necessary. If additional space is required, please attach a memo of explanation.
11. The lower left corner provides space for entering information in support of the payment of council per capita tax. The "Total Check Payable to Council" should equal the monies indicated in the amount columns on the Per Capita Payment form-1 form, plus the monies indicated on the Per Capita Payment form-3 and Per Capita Payment form-5 forms.
12. The lower right corner provides a space for the Reporting Officer's certification on the accuracy of the information presented. It also provides space for the address and telephone number of where the officer may be contacted.

***Private Sector Membership**

Per Capita Payment Form-3: REPORTING ON AGENCY/FAIR SHARE FEE PAYORS WHOSE BASIC DUES RATE IS 100% OF MEMBERS' DUES

A supply of these forms is included only for those locals who have agency shop or fair share fee payors whose basic fees are 100% of members' dues.

1. Agency/Fair Share Fee Payors

Full-Time Units: Indicate the number of units and the amount to be paid for all full-time agency shop/fair share units received. When payroll deductions are received more than once for any one month's dues, use the average number of units received, **dropping** any fraction from the average figure. For additional detailed information, see instructions for Per Capita Payment form-1, Section 1a.

Objector Units: Indicate number of units for those who pay a reduced dues rate based on their objection to political or ideological expenses and the amount to be paid.

Subtotal: Add the amounts for full-time agency shop/fair share fee payors and objectors' units and enter on this line.

2. Agency/Fair Share Fee Payors

Part-Time Units: Indicate the number of part-time units with regular work schedules of 20 or fewer hours per week but more than 12 hours per week and part-time with regular work schedules of 12 or fewer hours per week. Follow the same procedures as described above for full-time Agency/Fair Share fee payors.

3. Total Units: Add the total units and the amount due and enter on this line. These totals will then be brought forward to Per Capita Payment form -1 to the line entitled, "Totals from attached pages: Page 2 - Agency/Fair Share Payors paying at members dues rates - Per Capita Payment form -3."

4. Challenged Amounts Escrowed: You may use this section to report the type of unit (i.e. full-time, part-time, etc.), number of units, rate and the amount placed in escrow during the reporting month for those persons who challenge the rate established for "objector units."

**Per Capita Payment Form-5: REPORTING ON AGENCY/FAIR SHARE FEE
PAYORS WHOSE BASIC DUES RATE IS LESS
THAN 100% OF MEMBERS'DUES**

A supply of these forms is included only for those locals who have agency shop or fair share fee payors whose fees are set by State law or regulation at **less than** 100% of members' dues.

1. The form has two sections. The first section shows the reduced rates established annually to comply with requirements of state law or regulation which require a reduced rate but directs the union to determine the portion of dues charged to non-members. The second portion of the form is for reporting per capita tax on fees where the rate is specified by state law or regulation.
2. Total Units: Add the total units and amount due and enter on this line. These totals will then be brought forward to Per Capita Payment form -1 to the line entitled, "Totals from attached pages: Page 3 - Agency/Fair Share Payors at Less Than Members' Dues Rates - Per Capita Payment form-5".
3. Challenged Amounts Escrowed: You may use this section to report the type of unit (i.e. full-time, part-time, etc.), number of units, rate and the amount placed in escrow during the reporting month for those persons who challenge the rate established for "objector units".