Head Tax Reconciliation

Head Tax Reconciliation

After your event results have been processed you can verify the Head Tax accounting online and verify and pay amounts due.

To use this process, please use the following Instructions:

- 1. Log into Public Tools using the organizing Club Credentials
 - ➔ Note: If you are already logged in with your personal credentials, <u>Club Login will not work</u>. You will need to log out from your personal credentials and then login with your Club information. You may need to log out and close your browser.
 - → *You should have received your login information via email. If you did not receive this email, or don't know your username or password, send an email to Competition Services at <u>competitionservices@ussa.org</u>
- 2. Click on the box labeled "Event Administration"



The Home Page

Once logged in, your home page will appear:

	New Event	Current Ever	nts for 2016		Pay All			
i for	USSA Club #5675004 membership@ussa.org 4356499090 Phone 4356499312 Exy	10/10/2015	(Jumping/Nordic)	U.S Nordic Combined and Jumping Championships (25815) Lake Placid/ORDA	Certified	E		
	PO Box 100 Park City UT 84060	11/05/2015	(Alpine)	Copper ivien's US Ski Team Races (25901) Copper Mountain	Pending	1	\$	à

Select the paper icon next to the completed event.

This will bring you to the **Event Administration** page (see screenshot below)

Park City Ski and Snowboard (Club #6817357)						
Western Regi	on Tech Series	(Alpine)		4		
Start Date:	01/20/2018	3	Scoring:	FIS		
End Date:	01/23/2018	3	Closed Event:	No		
Event Contact:	Gail Barbe	r	Online Register:	No		
Division:	Intermount	ain				
ocation:	Park City					
Sport:	Alpine		-			
	Coloring		Reconc	iliation		
Financial Sum	mary of Event ((28416)	Mail To:			
			U.S. Ski &	Snowboard		
Total National Hea	d Tax Due:	\$3140.00	Attn: Competition Services			
Total Regional Hea	ad lax Due:	\$3768.00	P.O. Box 1	P.O. Box 100 Park City LIT 84098		
Iotal Divisional/Sta	alle mead tax D/ue:	\$0.00	Park City,	01 04098		
Balance Due to U	S. Ski & Snowboard	- \$6908.00	Contast			
			competition	services@uses cra		
			competition	nce in head tax		
			with differen	FCODE and tax		
			amounts Bi	EFORE paying head		
			Lax.	alan Cand Matianal		
			Eastern Re	egion - Send National		
			Head lax to	U.S. SKI&		
			Snowboard	Eastern Regional		
			and State n	lead taxes may also		
			be due. Un	eck with your state		
			administrat	or for amounts and		
			payment in	tormation.		
			Central an	d Rocky Division - All		
			Head Tax is	s sent to U.S. Ski &		
			Snowboard			
			Western R	egion - Send National		
			and Region	al Head Tax to U.S.		
			Ski & Snow	board		
Accept Head Tax	Print Invoice					
Events						
Women's Slalom	(SL) - Competitio	n Code: F0475 (580)6)	Registered Athletes		
Date: 01/20/2018			Entry	Fee: \$42.00		
Classes: SR,U21.U	J19,		Lift F	ee: \$38.00		
Summary of Inco	me for Race					
Income Received:	\$0.00					
Summary of Head	a lax Due					
pupping of stortors	13 🕑					
Number of starters						
National (\$10.00/s	tarter): (\$730.00)					
National (\$10.00/s Regional (\$12.00/s	tarter): (\$730.00) starter): (\$876.00)					

The Financial Summary of Event will provide the total amount of head tax that is owed for all races covered by the Schedule Agreement. (You can scroll down to view the Head Tax due for each race.) If you agree with the amounts, then click Accept Head Tax. Once Head Tax is accepted you can Pay Head Tax or Print Invoice to submit with your check.

If you have questions about the amount, please contact Competition Services at <u>competitionservices@ussa.org</u>.

Paying Head Tax

To pay Head Tax you can print a **U.S. Ski & Snowboard Head Tax Invoice** and submit it with a check to the following address:

U.S. Ski & Snowboard Attention: Competition Services P.O. Box 100 Park City, UT 84060

If payment by Credit Card is preferred, select **Pay Head Tax**.

The "Balance Due U.S. Ski & Snowboard " will be charged to the designated credit card.

Financial Summary of Event (28416)	Check Out		
fotal National Head Tax Due: \$3140.00	Billing Information		
fotal Divisional/State Head Tax Due: \$0.00	Name on Card:		
alance Due to U.S. Ski & Snowboard: \$6908.00	Address:		
	City:		
	State:		
	Zip Code:		
	Payment Information		
	Card Type: Visa 💠		
	Number:		
	Expiration: 01 \$ 2018 \$		
	CVV:		