



STATE OF ARIZONA

Janet Napolitano
Governor

Structural Pest Control Commission

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Lisa Gervase
Executive Director

IMPORTANT NOTICE RE: PAYMENTS TO THE SPCC

To: Arizona Pest Management Industry Business License Holders

From: Charmayne Skow, Director of Administration & Finance
Arizona Structural Pest Control Commission

Date: August 1, 2006

Subject: Change in Payment Acceptance and Processing

A change in processing monies received by State Agencies has prompted us to revise our policy on accepting and processing payments received by the Structural Pest Control Commission. **The following change will be effective August 15, 2006:**

1. A **separate** check or other form of payment is needed to pay for Termite Action Report Forms (TARFs). Payments for TARFs **cannot** be combined with payments for other services on a single check or single form of payment. If one form of payment is received to pay for TARFs and other services, we **cannot** accept the transaction. We will return the payment and entire transaction for you to return with separate payments. If the TARFs become late due to this, the company remitting payment will be responsible for applicable late fees.
2. Making one form of payment for other services, such as licensing, study materials and public information requests is acceptable; however, the payment amount must be exactly correct. Either an underpayment or overpayment **cannot** be processed. The entire package of requested services **will** be returned to you with a letter giving you the correct amount according to what services were requested for processing. If a license renewal becomes late due to this, the licensee will be responsible for the applicable late fees or other consequences.

If you have any questions about the policy change for statewide accounting, please feel free to contact me at cskow@sb.state.az.us or (602) 255-3664.