



706B Form E-Filing User Guide

Bureau of Fire Relief Audits

VERSION 2021.01

**PA Department of the Auditor General
Bureau of Fire Relief Audits**

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**PA Department of the Auditor General
Bureau of Fire Relief Audits**

706B FORM GENERAL INSTRUCTIONS:

- To participate in the **Foreign Fire Insurance Tax Distribution and General Municipal Pension System State Aid Programs**, Municipalities must complete the online 706B Form located on the Department of Community & Economic Development's Municipal Statistics website. The online 706B Form must be completed by the Municipal Treasurer as soon as funds are distributed to the volunteer firefighters' relief associations, **within 60 days of the municipality's receipt of state aid** (pursuant to Act 205, Section 706(b)(2)). The failure to submit the online 706B Form timely may lead to the withholding of future state aid allocations and a Finding or comment may also be issued within the relief associations' audit report noting the municipality's discrepancy.
- Please ensure the online 706B Form is properly completed. **Incomplete or inaccurate forms will need to be corrected.** The Municipal Official (Treasurer) will be informed regarding this status and they will need to go back in and make corrections.
- The Municipal disbursements of Foreign Fire Insurance Tax funds should be made to **Volunteer Firefighters' Relief Associations** only, **NOT to fire companies.** It is the responsibility of the Municipal Official to certify the correct relief association or relief associations that provide fire service to the municipality and provide this information on the online 706B Form.
- **EVERY MUNICIPALITY MUST COMPLETE ANNUAL ONLINE 706B FORMS, if a state aid allocation was received for a Volunteer Firefighters' Relief Association.** **Note:** If the Municipality has not completed a 706B Form for any year prior to 2021, the previous year or years 706B Form(s) must be completed first before the Municipal Official may complete the current year.
- When completing the online 706B Form, Municipal Officials may 'Save' or 'Save & Exit' the online Form as many times as needed; however, the online Form is not officially submitted until all information is entered into the online Form and the 'Submit' button is pressed and a message appears stating that the Form is Approved or Pending.
 - Once the Form is **Approved** by the Bureau of Fire Relief Audits, the Form will be transferred to the History (Reports) box for the Municipal Official's access to Print and/or Save the Form.
 - If the Form was **Pending** and is **not approved** by the Bureau of Fire Relief Audits because additional changes are needed, the Form will be transferred to Your Sent Back Tasks box for the Municipal Official to complete additional changes and resubmit. The Municipal Official will receive an email from the Department of the Auditor General Bureau of Fire Relief Audits noting corrections must be addressed.

**PA Department of the Auditor General
Bureau of Fire Relief Audits**

Direct all questions to Bureau of Fire Relief Audits at:

Email: Fire@PaAuditor.gov

Phone: (717) 787-1308

Mail: Department of the Auditor General

Bureau of Fire Relief Audits

327 Finance Building

Harrisburg, PA 17120

PA Department of the Auditor General Bureau of Fire Relief Audits

706B FORM ONLINE ENTRY INSTRUCTIONS:

To access the Department of Community & Economic Development's Municipal Statistics website, (MunStats) enter the following URL in the address bar of your web browser. It is recommended that you bookmark this page. (These are the same instructions given for the AG-385 Online Entry)

<https://munstats.pa.gov/forms/login.aspx>

General News

If your municipality's pension is managed by PMRS and you have not received your 2019 statement, DCED recommends that you omit all pension data in the Trust and Agency Fund on the 2020 Annual Audit and Financial Report (Audit). Please add the following e-filer note: "Pension data has been omitted from the Trust and Agency Fund, due to lack of timely pension data from PMRS". Once you obtain the 2019 pension data, please contact DCED to amend your 2020 Audit.

*** As the Commonwealth offices are closed due to the COVID-19 pandemic, all new e-filers should scan and email their signed e-filer authorization form to RA-munstats@pa.gov. If you are unable to scan your e-filer authorization form, please fax it to DCED at 717-783-1402, and then immediately call our toll free number at 888-223-6837 so that we may authorize your e-filing privileges. ***

*** Effective Tuesday, March 17, Commonwealth offices are closed due to the COVID-19 pandemic. To ensure your inquiries are handled promptly, please email any questions to RA-munstats@pa.gov ***

All Municipal Statistics e-filers must migrate/register with the new PA Keystone Login service. To assist you, we have created a PA Keystone Login Service Guide:
<https://dced.pa.gov/download/pa-keystone-login-service-guide/?wpdmdl=92245&refresh=5dbaf090400201572532368>

If you have a question about the new Act 205 e-filing process, please call the PA Department of the Auditor General's Municipal Pension Reporting Program at 717-787-3637 or email at MPPRP@PAAuditor.gov

If you have a question regarding completing your DCED reports, click on the "Tip Sheets" link in the upper left corner of the screen, next to the "Home" link

Username

Password

Log In

Returning users: [Migrate your PA Login account to Keystone Login](#)

Powered by

PA KEYSTONE LOGIN

[New User Registration](#)

[Forgot your password?](#)

[Learn more about Keystone Login](#)

Pennsylvania Department of Community & Economic Development
Governor's Center for Local Government Services
400 North Street, 4th Floor
Harrisburg, PA 17120-0235

Phone: 888-223-6837
Fax: 717-783-1402
Email: RA-munstats@pa.gov

1. Enter your User Name.
2. Enter your Password.
3. Click **Log In** button.

Note: If you don't have an account set up for the Municipal Statistics website, please see [Appendix A](#) on how to register for an account.

For issues with logging in/password, please contact DCED 1-888-223-6837.

PA Department of the Auditor General Bureau of Fire Relief Audits

Scroll down (towards the bottom of the screen) to **Your 706B Form Tasks** box and click the “*Click here to file 706B Form*” link to get to your 706B home page.

PA pennsylvania
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Municipal Statistics
Start Page

UPPER ST CLAIR TWP - 023394

Home My Profile Tip Sheets Public Reports DCED.PA.Gov Log Out

Welcome, Test Account

General News

You may obtain a blank copy of the 2015 Annual Audit and Financial Report (DCED-CLGS-30) by clicking the link below:
<http://dced.pa.gov/download/dced-clgs-30-2015-municipal-annual-audit-and-financial-report/>

Note that this is a working copy only- All municipalities are required to e-file their Report with DCED.

Have questions regarding completing your DCED Reports? Click on the "Tip Sheets" link above (in the upper left corner of the screen, next to the "Home" link)

You may download the **Municipal Statistics E-filing System Tutorial** (for municipalities only) by clicking the link below. This provides a step-by-step guide to the registration process, as well as how to navigate through the 4 DCED forms online.
<http://dced.pa.gov/download/2017%20Municipal%20Statistics%20E-filing%20Tutorial/?wpdmdl=59090>

Your Pending Tasks

You have no pending tasks.

***Remember to scroll down to check for your Pending Tasks for the Department of Auditor General, including the AG-385, 706B, and Act 205 Reporting Forms.**

Your Editable Tasks

You have no editable tasks.

Your Overdue Tasks

! Your [2017 Tax Information Form](#) was due on 1/15/2017.
! Your [2016 Annual Financial Report](#) was due on 4/1/2017.

Your AG-385 Form Tasks
(Direct all questions to PA Auditor General's Municipal Pensions & Fire Relief Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov)

! Your [AG-385 Form](#) was due on 3/31/2021.

Your Act 205 Form Tasks
(Direct all questions to PA Auditor General's Municipal Pension Reporting Program at 1-800-882-5073 or email to Comptroller@PaAuditor.gov)

***The 2021 Act 205 Filing Period will begin on April 1, 2021.**

[Click here to file Act 205](#)

Your 706B Form Tasks
(Direct all questions to PA Auditor General's Fire Relief Audits Bureau at 717-787-1308 or email to Fire@PaAuditor.gov)

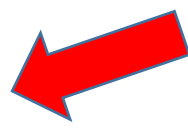
[Click here to file 706B Form](#)

History

- Municipal Annual Financial Report
- Municipal AG-385 Form
- Municipal Elected and Appointed Officials
- Municipal Survey of Financial Condition
- Municipal Tax Information Form

Pennsylvania Department of Community & Economic Development
Governor's Center for Local Government Services
400 North Street, 4th Floor
Harrisburg, PA 17120-0235

Phone: 888-223-6837
Fax: 717-783-1402
Email: RA-munistats@pa.gov



PA Department of the Auditor General Bureau of Fire Relief Audits

The following screen will appear notifying the Municipal Official of any Pending, Available and Sent Back Tasks in the three boxes below:

PA pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT Municipal Statistics 706B Form Home 706B Home Log Out

FORM LINKS

Hello Test Account

LEBANON CITY -
38003002

Your Pending Tasks
You have no pending tasks.

Your Available Tasks
You have no available tasks.

Your Sent Back Tasks
You have no sent back tasks.

History
Reports
[2016 706B Form](#)
[2017 706B Form](#)
[2018 706B Form](#)
[2019 706B Form](#)
[2020 706B Form](#)

The History box with Reports of the 706B Forms received by our Department from your Municipality will appear in blue. The Municipal Official may click on each Form to download, save and print, as needed.

EXAMPLE ONE:

In this first example below, no tasks are Pending, Available or Sent Back and the Municipal Official has completed all 706B Forms from 2016 – 2020.

Your Pending Tasks
You have no pending tasks.

Your Available Tasks
You have no available tasks.

Your Sent Back Tasks
You have no sent back tasks.



History
Reports
[2016 706B Form](#)
[2017 706B Form](#)
[2018 706B Form](#)
[2019 706B Form](#)
[2020 706B Form](#)



PA Department of the Auditor General Bureau of Fire Relief Audits

EXAMPLE TWO:

In this second example, the Available Tasks below show the 2016 706B Form and the 2020 706B Form. This indicates that the Municipal Official must complete the 2016 706B Form first before completing the 2020 706B Form. The History Reports indicate that 2017, 2018 and 2019 706B Forms have been completed by the Municipal Official and may be downloaded and printed, as needed.

Your Pending Tasks
You have no pending tasks.

Your Available Tasks
Your 2016 706B Form is due on 11/30/2016
Your 2020 706B Form is due on 11/30/2020

Your Sent Back Tasks
You have no sent back tasks.



History Reports
2017 706B Form
2018 706B Form
2019 706B Form


EXAMPLE THREE:

In this third example, the Available Tasks box below only shows the 2020 706B Form due. This indicates that the Municipal Official must complete the 2020 706B Form by 11/30/2020. The History Reports indicate that 2016 - 2019 706B Forms have been completed by the Municipal Official and may be downloaded and printed, as needed.

Your Pending Tasks
You have no pending tasks.

Your Available Tasks
Your 2020 706B Form is due on 11/30/2020

Your Sent Back Tasks
You have no sent back tasks.



History Reports
2016 706B Form
2017 706B Form
2018 706B Form
2019 706B Form

PA Department of the Auditor General Bureau of Fire Relief Audits

TO COMPLETE THE 706B FORM:

To complete a specific 706B Form, the Municipal Official must click on the 706B Form in Your Available Tasks box. For example: in Your Available Tasks box, click on the 2020 706B Form and the following will appear:

pennsylvania
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

[Municipal Statistics](#) [706B Form](#) [Home](#) [706B Home](#) [Log Out](#)

RECEIPT AND DISTRIBUTION OF FOREIGN FIRE INSURANCE PREMIUM TAX

Receipt No. **93546** 2020 UPPER ST CLAIR TWP - 02033904
Form Status: Not Filed

IN ACCORDANCE WITH ITS DUTY TO ADMINISTER THE FOREIGN FIRE INSURANCE TAX DISTRIBUTION LAW (CHAPTER 7 OF ACT 205 OF 1984), THE DEPARTMENT OF THE AUDITOR GENERAL REQUIRES EACH MUNICIPAL TREASURER TO COMPLETE THIS FORM AND RETURN IT TO THE ABOVE ADDRESS WITHIN 60 DAYS OF ITS RECEIPT.

I certify that I received a payment representing funds received from taxes paid by foreign fire insurance companies as provided by Act 205 of 1984, and those funds were distributed to organizations defined as qualifying for funding allocations according to Act 118 of 2010. The funds were distributed within 60 days of receipt to the **Volunteer Firefighters' Relief Association(s)** of the fire company(ies) that provide(s) actual fire protection service to this municipality, and are listed below. (Disbursements are to be made to **Volunteer Firefighters' Relief Associations** only, Not Fire Companies)

False statements made herein are punishable under 18 P.S. § 4904 (relating to unsworn falsification to authorities).

Signature of Municipal Treasurer: <input style="width: 100%;" type="text"/>	Date: <input style="width: 100%;" type="text" value="07/28/2021"/>
Municipal Treasurer Email Address: <input style="width: 100%;" type="text"/>	Municipal Treasurer Work Phone: <input style="width: 100%;" type="text"/>
Date Payment Received: <input style="width: 100%;" type="text" value="09/22/2020"/>	Amount Received: <input style="width: 100%;" type="text" value="\$143,972.06"/>
Amount Disbursed: <input style="width: 100%;" type="text" value="\$0.00"/>	Agree with Amount Received <input type="checkbox"/>

Disbursement of Payment Received

[Add New](#)

Full Name of the Volunteer Firefighters' Relief Association (VFRA)	County	Address of the Volunteer Firefighters' Relief Association	VFRA Treasurer Name	VFRA Treasurer Email Address	VFRA Treasurer Phone	Municipal Treasurer Check Amount	Municipal Check Date	Date Municipal Check Sent	Disbursement Number (Check No. or Trans Id)	
UPPER SAINT CLAIR VFRA										Edit Delete

Pennsylvania Department of the Auditor General
 Fire Relief Audits Bureau
 613 North Street, 327 Finance Building,
 Harrisburg, PA 17120
 Phone: 717-787-1308
 Email: Fire@PaAuditor.gov

Highlighted fields must be completed before a Form can be successfully submitted. Enter the following information in the first section:

1. Signature of Municipal Treasurer
2. Municipal Treasurer Email Address
3. Municipal Treasurer Work Phone
4. Verify that the State Aid Amount Received by the Municipality is correct by placing a Checkmark in the box next to 'Agree with Amount Received'.

PA Department of the Auditor General Bureau of Fire Relief Audits

Save – Click this button to Save entered data, come back and complete the Form at a later date. Validation checks do not occur.

Save & Exit – Click this button to Save data entered and return to the Munstats Home Page.

Submit – Click this button once all the required disbursement data is entered:

- If the Municipality disbursed the money to the same VFRA as the prior year and all the data validations are met (i.e. all fields completed), the Form is automatically **Approved**.
- If the Municipality disbursed the money to a different VFRA or an additional VFRA is added and all the data validations are met (i.e. all fields completed), the Form is placed in a **Pending Status** for the Bureau of Fire Relief Audits to review and approve.
- If the Form was Pending and is not approved by the Bureau of Fire Relief Audits because additional changes are still needed, the Form will be transferred to Your **Sent Back** Tasks box for the Municipal Official to complete additional changes and resubmit. The Municipal Official will receive an email noting corrections must be addressed.

Under Disbursement of Payment Received, the Full Name of the Volunteer Firefighters’ Relief Association (VFRA) and the County that the Municipality allocated their state aid to in the prior year will appear in the first and second columns. If this information remains the same, the Municipal Official may leave the information as is and will need to complete the remaining columns shown below by clicking on the Edit link to enter the disbursement information for a listed VFRA in the Disbursement of Payment Received grid (see next page):

1. Address of the VFRA
2. VFRA Treasurer Name
3. VFRA Treasurer Email Address
4. VFRA Treasurer Phone Number
5. Municipal Check Amount Disbursed
6. Municipal Check Date
7. Date Municipal Check Sent
8. Disbursement Number (Check No. or Trans Id)

Disbursement of Payment Received

[Add New](#)

Full Name of the Volunteer Firefighters’ Relief Association (VFRA)	County	Address of the Volunteer Firefighters’ Relief Association	VFRA Treasurer Name	VFRA Treasurer Email Address	VFRA Treasurer Phone Number	Municipal Check Amount Disbursed	Municipal Check Date	Date Check Sent	Disbursement Municipal Number (Check No. or Trans Id)	
UPPER SAINT CLAIR VFRA										Edit Delete

**PA Department of the Auditor General
Bureau of Fire Relief Audits**

NOTE: The state aid allocations are to be disbursed to relief associations (VFRAs), NOT the fire companies. The municipality has sole discretion to distribute their annual allocation of state aid received to any relief association providing fire service to the municipality. **If you do not know the name of your VFRA, please call your local fire company for this information.**

Click the [Edit](#) link to enter the disbursement information for a listed VFRA in the Disbursement of Payment Received grid. While entering data on this screen **DO NOT USE your ENTER key!** You may use your Tab key.

Disbursement of Payment Received x

Note: Do Not Use your ENTER key in this window!

Edit VFRA


VFRA *	<input type="text" value="UPPER SAINT CLAIR VFRA"/>
Address *	<input type="text"/>
Treasurer Name *	<input type="text"/>
Email Address *	<input type="text"/>
Phone Number *	<input type="text"/>
Municipal Check Amount Disbursed *	<input type="text" value="\$0.00"/>
Municipal Check Date *	<input type="text"/>
Date Municipal Check Sent *	<input type="text"/>
Disbursement Number *	<input type="text" value="0"/>

Every field must be completed before a Form can be successfully submitted; however, the Municipal Official may Save the Form or Save & Exit at any time and return at a later date.

**PA Department of the Auditor General
Bureau of Fire Relief Audits**

If a field is not completed, a message similar to the one below will display telling you what field is missing data. In this example, the email address was not provided:

Disbursement of Payment Received



The following errors have occurred:
These errors must be corrected for you to continue.
(1) -- Email Address is required

Note: Do Not Use your ENTER key in this window!

Edit VFRA	
VFRA *	<input type="text" value="UPPER SAINT CLAIR VFRA"/>
Address *	<input type="text" value="123 ABC Rd, Harrisburg, PA"/>
Treasurer Name *	<input type="text" value="John Smith"/>
Email Address *	<input type="text"/>
Phone Number *	<input type="text" value="(717) 777-8888"/>
Municipal Check Amount Disbursed *	<input type="text" value="\$143,000.00"/>
Municipal Check Date *	<input type="text" value="09/20/2020"/>
Date Municipal Check Sent *	<input type="text" value="09/23/2020"/>
Disbursement Number *	<input type="text" value="123,456"/>

CancelUpdate

PA Department of the Auditor General Bureau of Fire Relief Audits

Click the [Delete](#) link to remove the VFRA listed in the Disbursement of Payment Received grid if you no longer disburse/allocate state aid to a particular VFRA, as illustrated below:

RECEIPT

Receipt No. **99916**

YORK CITY - 67020702

Form Status: **Not Filed**

Delete Confirmation

Are you sure you want to delete this item?

Cancel
Delete

IN ACCORDANCE WITH ITS DUTY TO ADMINISTER THE FOREIGN FIRE INSURANCE TAX DISTRIBUTION LAW (CHAPTER 7 OF ACT 205 OF 1984), THE DEPARTMENT OF THE AUDITOR GENERAL REQUIRES EACH MUNICIPAL TREASURER TO COMPLETE THIS FORM AND RETURN IT TO THE ABOVE ADDRESS WITHIN 60 DAYS OF ITS RECEIPT.

I certify that I received a payment representing funds received from taxes paid by foreign fire insurance companies as provided by Act 205 of 1984, and those funds were distributed to organizations defined as qualifying for funding allocations according to Act 118 of 2010. The funds were distributed within 60 days of receipt to the **Volunteer Firefighters' Relief Association(s)** of the fire company(ies) that provide(s) actual fire protection service to this municipality, and are listed below. (Disbursements are to be made to **Volunteer Firefighters' Relief Associations** only. Not Fire Companies)

False statements made herein are punishable under 18 P.S. § 4904 (relating to unsworn falsification to authorities).

Signature of Municipal Treasurer: <input type="text" value="Margret Thatcher"/>	Date: <input type="text" value="08/20/2021"/>
Municipal Treasurer Email Address: <input type="text" value="Jdoe@acme.com"/>	Municipal Treasurer Work Phone: <input type="text" value="(717) 555-6667"/>
Date Payment Received: <input type="text" value="09/22/2020"/>	Amount Received: <input type="text" value="\$68,240.77"/>
Amount Disbursed: <input type="text" value="\$136,481.54"/>	Agree with Amount Received <input checked="" type="checkbox"/>

Disbursement of Payment Received

Add New

Full Name of the Volunteer Firefighters' Relief Association (VFRA)	County	Address of the Volunteer Firefighters' Relief Association	VFRA Treasurer Name	VFRA Treasurer Email Address	VFRA Treasurer Phone Number	Municipal Check Amount Disbursed	Municipal Check Date	Date Municipal Check Sent	Disbursement Number (Check No. or Trans Id)	Edit	Delete
YORK VFRA	York County	123 ABC St, Somewhere, PA 17120	Jane Doe	Jdoe@acme.com	(717) 222-3333	\$68,240.77	09/20/2020	09/23/2020	9999998	Edit	Delete
YORK TWP VFRA	York County	345 ABC St, Somewhere, PA 17120	Donald Duck	Dduck@acme.com	(717) 222-3333	\$68,240.77	09/20/2020	09/23/2020	99999910	Edit	Delete

Save
Save & Exit
Submit

Click **Cancel** to leave the specific row in the grid.

PA Department of the Auditor General Bureau of Fire Relief Audits

Click **Delete** to delete the selected row, as illustrated in the diagram on the previous page.

The page redisplay with the selected row deleted, as illustrated below:

RECEIPT AND DISTRIBUTION OF FOREIGN FIRE INSURANCE PREMIUM TAX

Receipt No. 99916
2020
YORK CITY - 67020702
Form Status: Not Filed

IN ACCORDANCE WITH ITS DUTY TO ADMINISTER THE FOREIGN FIRE INSURANCE TAX DISTRIBUTION LAW (CHAPTER 7 OF ACT 205 OF 1984), THE DEPARTMENT OF THE AUDITOR GENERAL REQUIRES EACH MUNICIPAL TREASURER TO COMPLETE THIS FORM AND RETURN IT TO THE ABOVE ADDRESS WITHIN 60 DAYS OF ITS RECEIPT.

I certify that I received a payment representing funds received from taxes paid by foreign fire insurance companies as provided by Act 205 of 1984, and those funds were distributed to organizations defined as qualifying for funding allocations according to Act 118 of 2010. The funds were distributed within 60 days of receipt to the **Volunteer Firefighters' Relief Association(s)** of the fire company(ies) that provide(s) actual fire protection service to this municipality, and are listed below. (Disbursements are to be made to **Volunteer Firefighters' Relief Associations** only, Not Fire Companies)

False statements made herein are punishable under 18 P.S. § 4904 (relating to unsworn falsification to authorities).

Signature of Municipal Treasurer:

Date:

Municipal Treasurer Email Address:

Municipal Treasurer Work Phone:

Date Payment Received:

Amount Received:

Amount Disbursed:

Agree with Amount Received (?)

Disbursement of Payment Received


[Add New](#)

Full Name of the Volunteer Firefighters' Relief Association (VFRA)	County	Address of the Volunteer Firefighters' Relief Association	VFRA Treasurer Name	VFRA Treasurer Email Address	VFRA Treasurer Phone Number	Municipal Check Amount Disbursed	Municipal Check Date	Date Municipal Check Sent	Disbursement Number (Check No. or Trans Id)	Edit	Delete
YORK VFRA	York County	123 ABC St, Somewhere, PA 17120	Jane Doe	Jdoe@acme.com	(717) 222- 3333	\$68,240.77	09/20/2020	09/23/2020	9999998	Edit	Delete

PA Department of the Auditor General Bureau of Fire Relief Audits

The Municipal Official may Add a new VFRA if the VFRA is not listed in the Disbursement of Payment Received grid, by clicking on the [Add New](#) link below.

Disbursement of Payment Received

[Add New](#) 

Full Name of the Volunteer Firefighters' Relief Association (VFRA)	County	Address of the Volunteer Firefighters' Relief Association	VFRA Treasurer Name	VFRA Treasurer Email Address	VFRA Treasurer Phone Number	Municipal Check Amount Disbursed	Municipal Check Date	Date Municipal Check Sent	Disbursement Number (Check No. or Trans Id)	Edit	Delete
SALISBURY TWP VFRA	Lancaster County									Edit	Delete
GAP VFRA	Lancaster County									Edit	Delete

While entering data on this screen **DO NOT USE your ENTER key!** You may use your Tab key.

Disbursement of Payment Received ✕

Note: Do Not Use your ENTER key in this window!

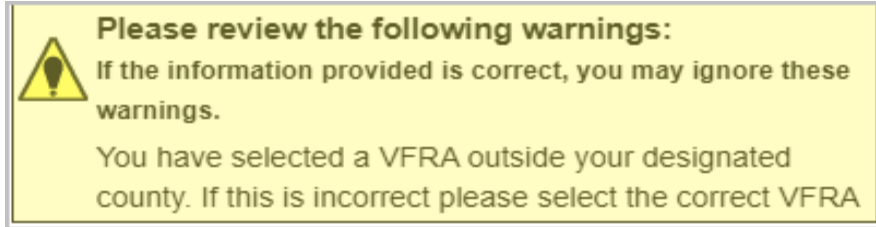
Add New VFRA

County *	<input type="text" value="--Select--"/>
VFRA * (?)	<input type="text" value="v"/>
Address *	<input type="text"/>
Treasurer Name *	<input type="text"/>
Email Address *	<input type="text"/>
Phone Number *	<input type="text"/>
Municipal Check Amount Disbursed *	<input type="text" value="\$0.00"/>
Municipal Check Date *	<input type="text"/>
Date Municipal Check Sent *	<input type="text"/>
Disbursement Number *	<input type="text" value="0"/>


PA Department of the Auditor General Bureau of Fire Relief Audits

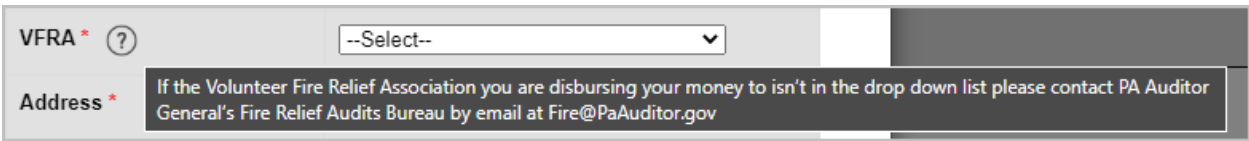
WARNING SIGNS:

If the Municipal Official attempts to add a VFRA outside their designated county, the following warning message will display.



NOTE: There are some municipalities that provide fire service to more than one county; therefore, this warning message may appear. However, there are many relief associations with the same name in different counties; therefore, please pay close attention to ensure you are choosing the correct VFRA in the correct County.


The Municipal Official should hover over the  by the VFRA field and the following will display:



However, if you do not know the name of your VFRA, please call your local fire company for this information before contacting the Bureau of Fire Relief Audits.


PA Department of the Auditor General Bureau of Fire Relief Audits

If the Municipal Official attempts to Save the file before completing all the fields, a message similar to the one below will display telling the Municipal Official which fields have not been completed. For this example, No fields were completed:

 **The following errors have occurred:**
These errors must be corrected for you to continue.

- (1) -- County is required
- (1) -- VFRA is required
- (1) -- Address is required
- (1) -- Treasurer Name is required
- (1) -- Email Address is required
- (1) -- Phone Number is required
- (7) -- Municipal Check Amount Disbursed must be greater than \$0.00
- (1) -- Municipal Check Date is required
- (1) -- Date Municipal Check Sent is required
- (8) -- Disbursement Number must be greater than 0

In this example, the email address was not completed by the Municipal Official; however, all the other fields were:

 **The following errors have occurred:**
These errors must be corrected for you to continue.


- (1) -- Email Address is required


PA Department of the Auditor General Bureau of Fire Relief Audits

EXAMPLES OF DIFFERENT TASKS: (Pending, Available, Send Back)

EXAMPLE ONE:

After the Municipal Official clicks the **Submit** button and all data validations are met (all fields completed), in this example, even though the Municipal Official used the same VFRA as the previous filing year, the Form will be put into Pending Status for the Bureau of Fire Relief Audits to review because the disbursement was split into two separate payments to the VFRA.

 **pennsylvania**
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
Municipal Statistics 706B Form
[Home](#) [706B Home](#) [Log Out](#)

 **Attention**
Form submitted successfully and is in Pending Status

RECEIPT AND DISTRIBUTION OF FOREIGN FIRE INSURANCE PREMIUM TAX

Receipt No. **93546**
2020
UPPER ST CLAIR TWP - 02033904
Form Status: **Pending**

IN ACCORDANCE WITH ITS DUTY TO ADMINISTER THE FOREIGN FIRE INSURANCE TAX DISTRIBUTION LAW (CHAPTER 7 OF ACT 205 OF 1984), THE DEPARTMENT OF THE AUDITOR GENERAL REQUIRES EACH MUNICIPAL TREASURER TO COMPLETE THIS FORM AND RETURN IT TO THE ABOVE ADDRESS WITHIN 60 DAYS OF ITS RECEIPT.

I certify that I received a payment representing funds received from taxes paid by foreign fire insurance companies as provided by Act 205 of 1984, and those funds were distributed to organizations defined as qualifying for funding allocations according to Act 118 of 2010. The funds were distributed within 60 days of receipt to the **Volunteer Firefighters' Relief Association(s)** of the fire company(ies) that provide(s) actual fire protection service to this municipality, and are listed below. (Disbursements are to be made to **Volunteer Firefighters' Relief Associations** only; Not Fire Companies)

False statements made herein are punishable under 18 P.S. § 4904 (relating to unsworn falsification to authorities).

Signature of Municipal Treasurer: <input type="text" value="Jane Doe"/>	Date: <input type="text" value="07/28/2021"/>
Municipal Treasurer Email Address: <input type="text" value="jdoe@acme.com"/>	Municipal Treasurer Work Phone: <input type="text" value="(717) 777-8888"/>
Date Payment Received: <input type="text" value="09/22/2020"/>	Amount Received: <input type="text" value="\$143,972.06"/>
Amount Disbursed: <input type="text" value="\$143,972.06"/>	Agree with Amount Received <input checked="" type="checkbox"/>

Disbursement of Payment Received

[Add New](#)

Full Name of the Volunteer Firefighters' Relief Association (VFRA)	County	Address of the Volunteer Firefighters' Relief Association	VFRA Treasurer Name	VFRA Treasurer Email Address	VFRA Treasurer Phone Number	Municipal Check Amount Disbursed	Municipal Check Date	Date Municipal Check Sent	Disbursement Number (Check No. or Trans Id)	Edit	Delete
UPPER SAINT CLAIR VFRA		123 ABC Rd, Harrisburg, PA 17120	John Smith	JSmith@acme.com	(717) 777-8888	\$143,000.00	09/20/2020	09/23/2020	123456	Edit	Delete
UPPER SAINT CLAIR VFRA		123 ABC St, Harrisburg, PA 17120	John Smith	Jsmith@acme.com	(717) 777-8888	\$972.06	09/20/2020	09/23/2020	123457	Edit	Delete

Pennsylvania Department of the Auditor General
Fire Relief Audits Bureau
613 North Street, 327 Finance Building,
Harrisburg, PA 17120
Phone: 717-787-1308
Email: Fire@PaAuditor.gov

PA Department of the Auditor General Bureau of Fire Relief Audits

EXAMPLE ONE – (Continued):

The Home page will now have a task listed in the Pending Tasks box.

The screenshot displays the user interface for the PA Department of the Auditor General, Bureau of Fire Relief Audits. The top navigation bar includes the PA logo, the text 'pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT', and links for 'Municipal Statistics', '706B Form', 'Home', '706B Home', and 'Log Out'. The main content area is titled 'FORM LINKS' and shows a 'Hello Test Account' message. On the right, the user's location is identified as 'UPPER ST CLAIR TWP - 02033904'. The 'Your Pending Tasks' section, highlighted with a blue header, contains a message: 'Your 2020 706B Form was submitted on 07/28/2021 and is in PENDING Status'. A red arrow points to this message. Below it are sections for 'Your Available Tasks' (green header) and 'Your Sent Back Tasks' (orange header), both indicating no tasks. To the right, a 'History Reports' box lists '2016 706B Form', '2017 706B Form', '2018 706B Form', and '2019 706B Form'. At the bottom, contact information for the Pennsylvania Department of the Auditor General, Fire Relief Audits Bureau, is provided.

Once the Form is approved by the Bureau of Fire Relief Audits, the Form will be transferred to the History (Reports) box for the Municipal Official to have access to Print and/or Save the Form.

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EXAMPLE TWO:

After the Municipal Official clicks the **Submit** button, if the money is disbursed/allocated to the same VFRA as the prior year and all the data validations are met (all fields completed), the Form is automatically Approved. The Form now displays in the History Box under Reports and all 3 tasks boxes show no task pending, available or sent back.


The screenshot shows the 'FORM LINKS' section of the PA Department of the Auditor General website. The header includes the PA logo, 'pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT', 'Municipal Statistics 706B Form', 'Home 706B Home', and 'Log Out'. The main content area shows 'Hello Test Account' on the left and 'LEBANON CITY - 38003002' on the right. Under 'FORM LINKS', there are three task boxes: 'Your Pending Tasks' (blue header), 'Your Available Tasks' (green header), and 'Your Sent Back Tasks' (orange header). Each box contains the text 'You have no [task type] tasks.' and a red arrow pointing to this text. To the right, a 'History' box with a blue header lists 'Reports' for the years 2016, 2017, 2018, 2019, and 2020, each followed by '706B Form'.

**PA Department of the Auditor General
Bureau of Fire Relief Audits**

EXAMPLE THREE:

Below is an example of a Municipality that has not filed its previous year 706B Forms. Until the prior year's forms are filed, the link to file for the current years Form (2021) will be inactive. **The Municipal Official must file the previous 706B Forms first before completing the current year.**

<u>FORM LINKS</u>	
Hello Test Account	DUQUESNE CITY - 02009002
<div style="border: 1px solid black; padding: 2px;">Your Pending Tasks You have no pending tasks.</div>	
<div style="border: 1px solid black; padding: 2px;">Your Available Tasks Your 2019 706B Form is due on 11/30/2019 Your 2020 706B Form is due on 11/30/2020 Your 2021 706B Form is due on 11/30/2021(You must first enter your 706B forms for prior 3 years before you can enter the current years form)</div>	
<div style="border: 1px solid black; padding: 2px;">Your Sent Back Tasks You have no sent back tasks.</div>	
	<div style="border: 1px solid black; padding: 2px;">History Reports 2016 706B Form 2017 706B Form 2018 706B Form</div>



PA Department of the Auditor General Bureau of Fire Relief Audits

EXAMPLE FOUR:

If a Form is returned to the Municipal Official to address an issue or to fix an issue on the Form that was already approved, the Form is in Sent Back status and the municipality's 706B home page will now have tasks in the **Sent Back Tasks** box:

pennsylvania
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Municipal Statistics 706B Form Home 706B Home Log Out

UPPER ST CLAIR TWP - 02033904

FORM LINKS

Hello Test Account

Your Pending Tasks
You have no pending tasks.

Your Available Tasks
You have no available tasks.

Your Sent Back Tasks
Your 2020 706B Form was sent back on 07/28/2021 and is in SENT BACK Status

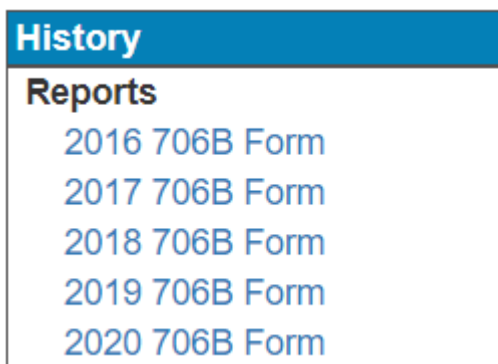
History Reports
2016 706B Form
2017 706B Form
2018 706B Form
2019 706B Form

Pennsylvania Department of the Auditor General
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Phone: 717-787-1308
Email: Fire@PaAuditor.gov

PA Department of the Auditor General Bureau of Fire Relief Audits

To Print or Save The 706B Form:

1. Go to the Municipal Statistics Start Page.
2. Go to Your 706B Form Tasks.
3. Click on [Click here to file 706B Form](#).
4. Go to the History box under Reports.
5. Click on the desired 706B Form. For example, see below: [2020 706B Form](#)



6. The file will appear in PDF form.
7. Click on PDF to open.
8. The Municipal Official may either Print or Save the Form.
9. To Print: Go to File.
10. Click on Print.
11. To Save the Form: Go to File.
12. Click on Save.
13. Change the File name, if necessary.
14. Ensure that you have chosen the desired location to Save the Form.

NOTE: The 2016-2020 706B Forms will only print the following information on the specific 706B Form:

1. Date Payment Received
2. Amount Received
3. Amount Disbursed
4. VFRA Amount Disbursed To
5. County of VFRA
6. Municipal Check Amount Disbursed
7. Municipal Check Date
8. Date Municipal Check Sent
9. Disbursement Number

The 2021 706B Form and all Forms filed online thereafter will show all information entered on the 706B Form when Saved to a file or Printed.

**PA Department of the Auditor General
Bureau of Fire Relief Audits**

Appendix A

****NEW LOGIN SYSTEM REQUIREMENTS FOR MUNICIPAL STATISTICS E-FILERS****

Beginning with the 2020 municipality forms filing period, **every Municipal Statistics e-filer will be required to register in the new PA Keystone Login service.** There are 4 scenarios, each outlined in full detail below. (Note: If you are currently a Municipal Statistics e-filer, you are automatically a PA Login user as well).

1. Existing PA Login users that are also currently registered to e-file in Municipal Statistics.
2. Existing PA Login users that have never e-filed in Municipal Statistics.
3. First-time users (Not in PA Login, nor Municipal Statistics).
4. Existing PA Keystone Login Service users that have never e-filed in Municipal Statistics.

1. Existing PA Login users that are also currently registered to e-file in Municipal Statistics.

Go to munstats.pa.gov/forms and enter your current Municipal Statistics e-filer user name and password. Once logged in, you will see a red message indicating you must migrate your account to the new PA Keystone Login service. Click the “here” link. **Note that after following the link and migrating your PA Login account to the new PA Keystone Login system, you must return to the Municipal Statistics login page to continue.**



After being directed to the PA Keystone Login Migration page, choose the first option, “I have not logged into Keystone Login before”

PALogin to Keystone Login Migration

Please select one of the following

- I have not logged into Keystone Login before
- I have an existing Keystone Login account

You will need to complete your migration by completing all fields as follows:

PA Login Credentials -

- Use your existing PA Login user name and password

PA Department of the Auditor General

Bureau of Fire Relief Audits

New Keystone Login Account Details -

- New Keystone Login Username- You may re-use your current PA Login user name or create a new one.
- Email Address- The DCED suggests using your existing PA Login email address.
- Date of Birth- This is a required field in the PA Keystone Login system.
- Under “New Password”, you may re-use your current password, or create a new one.
- “Security Question” answers must all be different, and at least 3 characters long.

Keystone Login Migration

Migrate a user from PALogin to Keystone Login

PALogin Credentials

PALogin Username *

PALogin Password *

New Keystone Login Account Details

New Keystone Login *
Username

Email Address *

Date Of Birth *

New Password *

Confirm New Password *

The password must pass these rules:

- Must be between 8 to 128 characters in length.
- Do not include any of your username, your first name, or your last name

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Security Questions

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

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After successfully completing all fields and clicking submit, you will see the following message. **Don't click the "Please click here to log in" link, just return to the Municipal Statistics login page (munstats.pa.gov/forms)**

Keystone Login Migration Success

Your PA Login account has been successfully migrated with a new Keystone Login account. Please click here to log in

Upon returning and logging into Municipal Statistics, you will be directed to your profile page. Just verify the information is correct, and then click update.

2. Existing PA Login users that have never e-filed in Municipal Statistics.

Go to munstats.pa.gov/forms and enter your current PA Login user name and password. Once logged in, you will see a red message indicating you must migrate your account to the new PA Keystone Login service. Click the "here" link. **Note that after following the link and migrating your PA Login account to the new PA Keystone Login system, you must return to the Municipal Statistics login page to continue.**



The following errors have occurred:

These errors must be corrected for you to continue.

This account must be migrated to Keystone Login. Please migrate your account [here](#), then return to this page to log in.

After being directed to the PA Keystone Login Migration page, choose the first option, "I have not logged into Keystone Login before"

PA Login to Keystone Login Migration

Please select one of the following

- I have not logged into Keystone Login before
- I have an existing Keystone Login account

You will need to complete your migration by completing all fields as follows:

PA Login Credentials -

- Use your existing PA Login user name and password

PA Department of the Auditor General

Bureau of Fire Relief Audits

New Keystone Login Account Details -

- New Keystone Login Username- You may re-use your current PA Login user name or create a new one.
- Email Address- The DCED suggests using your existing PA Login email address.
- Date of Birth- This is a required field in the PA Keystone Login system.
- Under “New Password”, you may re-use your current password, or create a new one.
- “Security Question” answers must all be different, and at least 3 characters long.

Keystone Login Migration

Migrate a user from PALogin to Keystone Login

PALogin Credentials

PALogin Username *

PALogin Password *

New Keystone Login Account Details

New Keystone Login *
Username

Email Address *

Date Of Birth *

New Password *

Confirm New Password *

The password must pass these rules:

- Must be between 8 to 128 characters in length.
- Do not include any of your username, your first name, or your last name

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Security Questions

Security Question 1 *

Security Answer 1 *

Security Question 2 *

Security Answer 2 *

Security Question 3 *

Security Answer 3 *

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After successfully completing all fields and clicking submit, you will see the following message. **Don't click the "Please click here to log in" link, just return to the Municipal Statistics login page (munstats.pa.gov/forms)**

Keystone Login Migration Success

Your PALogin account has been successfully migrated with a new Keystone Login account. Please [click here](#) to log in

Upon returning and logging into Municipal Statistics, you will be directed to the Municipal Statistics registration page, which will import your Keystone Login information (Domain, User Name, First Name, Last Name, and Email. Note: This information cannot be changed- if it is incorrect, you must return to Keystone Login to correct). Complete the Municipal Statistics registration page. When done, click submit.

Note: If you are an Authority/Regional/Actuary/Third Party Administrator that DOES NOT currently file with DCED and ONLY files Act 205 and/or AG-385, please [click here](#).

Domain*	<input type="text" value="SRPROD"/>
User Name*	<input type="text" value="PsatsTest1"/>
First Name*	<input type="text" value="Test"/>
Last Name*	<input type="text" value="User"/>
Organization*	<input type="text" value="Select"/> ▼
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text"/> - <input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> x <input type="text"/>
Fax	<input type="text"/>
E-mail address*	<input type="text" value="PsatsTest1@abc.com"/>
	<input type="button" value="Submit"/>

* Required fields

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Click the “Download Authorization Form” link. Print, sign and fax the Authorization Form to DCED. As soon as DCED receives and approves it, you will receive an email indicating your e-filing privileges have been activated.

Your account has been created. You must print, sign, seal and return the authorization form in order to be authorized for e-filing.

Click the image below to print the authorization form.

Download Authorization Form



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3. First time users (Not in PA Login, nor Municipal Statistics).

Go to <https://keystonelogin.pa.gov/Account/Register> and complete all fields with an asterisk. **Note: An email address is required for your Municipal Statistics registration.**

Register

Personal Information:

First Name *

Last Name *

Date Of Birth *

Contact Information:

Email *

Mobile Phone Number

Email required for
Munstats e-filers

Login Information:

Username *

Password *

Confirm Password *

The password must pass these rules:

- Must be between 8 to 128 characters in length.
- Do not include any of your username, your first name, or your last name

The password must pass 3 out of 4 of these rules:

- One uppercase letter.
- One lowercase letter.
- One numeric number.
- One non-character (such as !, #, %, ^, etc).

Password Strength: Invalid

Security Questions:

Security Question 1 *

Select a security question



Security Answer 1 *

Security Question 2 *

Select a security question



Security Answer 2 *

Security Question 3 *

Select a security question



Security Answer 3 *

I'm not a robot



Register

Cancel

- Date of Birth- This is a required field in the PA Keystone Login system.
- Mobile Phone Number- Not required.
- “Security Question” answers must all be different, and at least 3 characters long.

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After successfully completing all fields and clicking submit, you will see the following message. **Don't click the "Please proceed to Login" link, just return to the Municipal Statistics login page (munstats.pa.gov/forms)**

Account Management Success

Your account has been created successfully. Please proceed to [Login](#).

Upon returning and logging into Municipal Statistics, you will be directed to the Municipal Statistics registration page, which will import your Keystone Login information (Domain, User Name, First Name, Last Name, and Email. Note: This information cannot be changed- if it is incorrect, you must return to Keystone Login to correct). Complete the Municipal Statistics registration page. When done, click submit.

Note: If you are an Authority/Regional/Actuary/Third Party Administrator that DOES NOT currently file with DCED and ONLY files Act 205 and/or AG-385, please [click here](#).

Domain*	<input type="text" value="SRPROD"/>
User Name*	<input type="text" value="PsatsTest1"/>
First Name*	<input type="text" value="Test"/>
Last Name*	<input type="text" value="User"/>
Organization*	<input type="text" value="Select"/> <input type="button" value="v"/>
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text"/> - <input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> x <input type="text"/>
Fax	<input type="text"/>
E-mail address*	<input type="text" value="PsatsTest1@abc.com"/>
	<input type="button" value="Submit"/>

* Required fields

PA Department of the Auditor General Bureau of Fire Relief Audits

Click the “Download Authorization Form” link. Print, sign and fax the Authorization Form to DCED. As soon as DCED receives and approves it, you will receive an email indicating your e-filing privileges have been activated.

Your account has been created. You must print, sign, seal and return the authorization form in order to be authorized for e-filing.

Click the image below to print the authorization form.

Download Authorization Form



4. Existing PA Keystone Login Service users that have never e-filed in Municipal Statistics.

Go to munstats.pa.gov/forms and enter your current PA Keystone Login Service user name and password. You will be directed to the Municipal Statistics registration page, which will import your Keystone Login information (Domain, User Name, First Name, Last Name, and Email. Note: This information cannot be changed- if it is incorrect, you must return to Keystone Login to correct). Complete the Municipal Statistics registration page. When done, click submit.

Note: If you are an Authority/Regional/Actuary/Third Party Administrator that DOES NOT currently file with DCED and ONLY files Act 205 and/or AG-385, please [click here](#).

Domain*	<input type="text" value="SRPROD"/>
User Name*	<input type="text" value="PsatsTest1"/>
First Name*	<input type="text" value="Test"/>
Last Name*	<input type="text" value="User"/>
Organization*	<input type="text" value="Select"/> ▼
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text"/> - <input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> x <input type="text"/>
Fax	<input type="text"/>
E-mail address*	<input type="text" value="PsatsTest1@abc.com"/>
	<input type="button" value="Submit"/>

* Required fields

PA Department of the Auditor General Bureau of Fire Relief Audits

Click the “Download Authorization Form” link. Print, sign and fax the Authorization Form to DCED. As soon as DCED receives and approves it, you will receive an email indicating your e-filing privileges have been activated.

Note: If you are an Authority/Regional/Actuary/Third Party Administrator that DOES NOT currently file with DCED and ONLY files Act 205 and/or AG-385, please [click here](#).

Your account has been created. You must print, sign, seal and return the authorization form in order to be authorized for e-filing.

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