

PFC Settlements Handbook



AIRLINES CLEARING HOUSE, INC. 1275 Pennsylvania Ave NW, Washington DC 20004

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Introduction

Thank you for your interest in PFC Settlements, a service provided by Airlines Clearing House (ACH). PFC Settlements Service streamlines and simplifies the PFC payment process for airlines and airports. PFC Settlements removes the need for airlines to send individual payments to airports and allows participating airports to receive their monthly PFC payments from airlines in a single aggregated amount.

Membership in Airlines Clearing House is not required to enjoy the benefits of PFC Settlements. All airlines and airports authorized to collect PFCs are eligible to join.

This Handbook was designed to provide you with information about the PFC Settlements service and outline the steps needed to join. It also contains a User Guide to the PFC Settlements System and a link to the Code of Federal Regulations for PFCs.

Overview of PFC Settlements Service

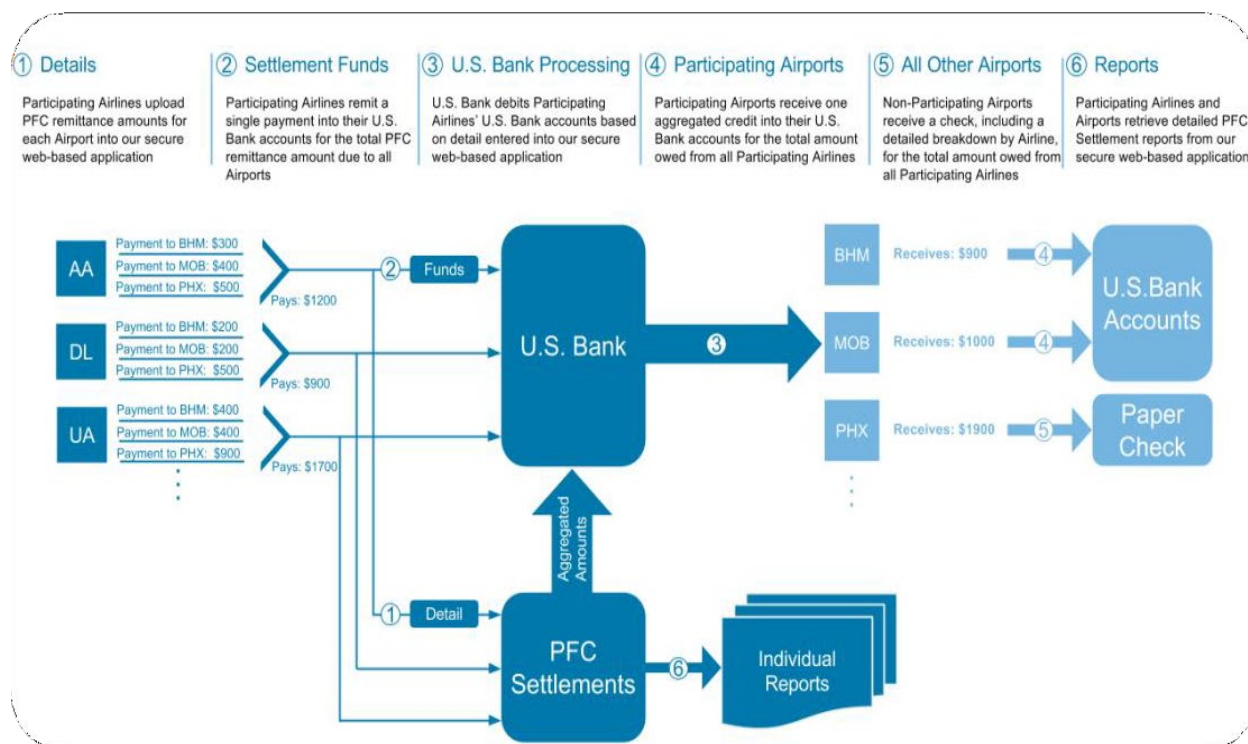
Each month, participating airlines enter or upload their PFC net payment amounts owed to all airports into a secure web-based application. The amounts are net of refunds and PFC collection compensation permitted by federal Regulations.

Each participating airline deposits funds into its bank account for its total PFC amount due to all airports for the sales period. On settlement day:

- The Clearing Bank processes a single debit to each participating airline's account for its total amount due
- The Clearing Bank credits participating airports' accounts for the aggregated payment due to them.
- Non-participating airports receive a single check for the aggregated amount due to them.

Participating airlines and airports have online access to detailed reports with a breakdown of the debit or credit amount. Non-participating airports receive a list with the check showing the breakdown of amounts for each airline.

PFC Settlement Process Flow



Benefits

PFC Settlements facilitates an efficient and inexpensive process to pay PFCs that eliminates much of the administrative burden for both airlines and airports.

AIRLINES	AIRPORT AUTHORITIES
One payment covers PFCs owed to all airports	Aggregated payment from all participating airlines
Eliminates time and cost of issuing paper checks	Electronic deposit to Clearing Bank account or single check
Eliminates risk and headache of lost checks	Fast reissue of misdirected checks
Simplifies treasury management processes	Detailed reporting for accounting
List of PFC-authorized airports kept current	Automatically added to airport payment list
Quarterly reporting available free of charge	Quarterly reports emailed in a single PDF file

PFC Payments

Airlines Clearing House uses a proprietary netting solution to determine the aggregated net PFCs payable to each airport/public authority and contracts with US Bank National Association (“Clearing Bank”) to process the monthly PFC payments.

PFC Settlements airlines are required to open and maintain a bank account with the Clearing Bank to deposit their PFC balances due each month.

PFC Settlements airports/public authorities are also required to open and maintain a bank account with the Clearing Bank to receive their monthly PFC payments by electronic funds transfer.

Non-participating airports/public authorities will receive their monthly PFC payments by check for the aggregated PFC amounts from all airlines.

Quarterly Reporting

Each airline participant has the option to use the PFC Settlements service to produce their quarterly reports free of charge. PFC activity details are uploaded in a CSV file to the ACH SMART system, and Airlines Clearing House takes care of creating the reports in PDF format and sending them to the airports on behalf of the participating airlines.

Quarterly reports are produced for each quarter and sent to the applicable airport/public authority with copies emailed to the reporting airline. Annual reports may also be produced from the quarterly reporting data and distributed to the applicable airport/public authority with copies emailed to the Reporting airline.

Reports are sent to the airports no later than the last day of the regulatory reporting deadlines:

First Quarter Reports are sent by no later than April 30th

Second Quarter Reports are sent by no later than July 31st.

Third Quarter Reports are sent by no later than October 31st

Fourth Quarter Reports are sent by no later than January 31st

Annual Reports are sent no later than January 31st

Joining PFC Settlements

Joining PFC Settlements is easy. There are no start-up costs or anything to develop. Simply complete the tasks below to get started.

1. Passenger Facility Charge Reporting and Remittance Agreement

Execute the Passengers Facility Charge Reporting and Remittance Agreement and email it to ACH@airlines.org.

A countersigned Agreement will be returned for your records.

2. Clearing Bank Account

PFC Settlements requires that all participants maintain a bank account at the clearing bank designated by Airlines Clearing House, which is US Bank National Association. Participants work directly with clearing bank personnel to open the bank account and establish related services.

As an added benefit, US Bank offers PFC Settlements participants discounted bank fees for many of the most used services.

In certain circumstances, an airline may be required to make alternate arrangements for payment of their balances due for the monthly PFC Settlements. Contact the ACH Secretary-Treasurer at ACH@airlines.org for more information.

3. PFC Settlements Application Forms

Send completed PFC Settlements Application Forms to ACH@airlines.org with your contact information and register for access to the ACH SMART application used for PFC Settlements

4. Activation

ACH will notify you when all documents have been received and US Bank confirms your account is open and available for use.

More Information

The PFCSettlement.com website contains valuable and up-to-date information on the PFC Settlement service.

FAQs

General Questions

Once I sign the Agreement, how long until I can participate in PFC Settlements?

Answer: Once we receive notification from the clearing bank that your account has been opened, PFC Settlements can occur within a few days.

How will other PFC Settlement participants know that I have joined?

Answer: ACH notifies all PFC Settlement participants each time a new airline or airport joins the service along with their first effective sales period. The pfcsettlement.com is also updated with the new participant information.

What happens if an airline does not pay?

Answer: ACH sends numerous reminders to airlines to prevent this situation. In the unlikely event an airline does not pay its full PFC balance due, all PFC payments from that airline are excluded from settlement. In exceptional situations with advance approval, ACH may accept late PFC payment and authorize a supplemental settlement of the PFCs paid.

How do I adjust an amount from a closed sales period?

Answer: If settlement for the sales period has not occurred, contact ACH by email at ACH@airlines.org or by phone at 202-626-4144 for options to correct your PFC remittances. If the settlement has already occurred, the adjustment will need to be included with your PFCs remitted in the next sales period.

What about future enhancements?

Answer: A PFC Settlement Advisory Board with airline and airport representatives helps assess the need and value of system enhancements.

Is this mandatory?

Answer: No. PFC Settlements is an optional service open to all airlines and airports authorized by the FAA to collect PFCs.

Airlines

I only have refunds for an airport; can I submit that negative amount for settlement?

Answer: No. PFC Settlements is a remittance payment system and is not intended to handle negative balances. Negative balances should be offset against your PFC collection activity for the associated airport in future sales period. You may also contact the airport authority directly to determine options to recover the negative (refunded) balance.

I am already an ACH member airline, how is this different from my ACH Settlements?

Answer: PFC Settlements is a separate service and has its own calendar, Regulations, and processes. The same clearing bank account and SMART user IDs are used for both ACH and PFC settlements. SIS e-invoicing is not used for PFC Settlements.

What if I need assistance during an audit?

Answer: We are here to help. Your auditors may contact us at ACH@airlines.org for verification of amounts.

Airports

I am a non-participating airport. Why did I receive a check from you?

Answer: PFC Settlements aggregates payments from all participating airlines and sends you a single check. Contact us at ACH@airlines.org to learn more about the benefits of becoming a PFC Settlement participant and receiving electronic payments.

Where did you obtain the addresses to send checks?

Answer: Addresses are contained in the PFC Remittance Directory provided by Airlines for America.

Is the address wrong? Please email ACH@airlines.org and we will correct it.

Does this new system eliminate the quarterly reports submitted by airlines?

Answer: No. The PFC Settlements system is focused on streamlining payments. Airlines are still required to send quarterly reports in accordance with Federal Regulations. Airline participants may submit quarterly report data to ACH and we will distribute the quarterly reports to the airports.

Will the PFC Settlement Service enable the participants to comply with the Code of Federal Regulations-14 CFR Part 158-Passenger Facility Charges?

Answer: Yes, the PFC Settlement Service is intended to enable the participants to comply with the Code of Federal Regulations-14 CFR Part 158-Passenger Facility Charges.

I have a question not listed here, what do I do?

Answer: Contact us by email at ACH@airlines.org or by phone at 202-626-4144. We are available to answer your questions.

Bank Accounts

Why do I have to open an account with US Bank?

Answer: ACH Partners with US Bank to process the settlements through a proprietary solution that requires all participants to use their accounts for PFC Settlements.

Can I instruct US Bank to automatically transfer my creditor funds to my operating account elsewhere?

Answer: Yes. US Bank will work with you to establish automated standing transfer orders.

I already have a US. Bank account, am I required to establish a new one for PFC Settlements?

Answer: No, provided your account was opened under the Airlines Clearing House relationship.

PFC Settlement Regulations

1. Purpose and Scope

Airlines and airports that participate in PFC Settlements are parties to the Passenger Facility Charge Reporting and Remittance Agreement (the “PFC Settlement Agreement”).

These PFC Settlement Regulations provide procedures for airlines and airports to implement the PFC Settlement Agreement, ensuring the process is efficient and cost-effective for all participants.

2. Definitions

The following terms are used in these PFC Settlement Regulations:

Clearing House

Airlines Clearing House, Inc. (the “Clearing House”) is the corporation providing the PFC Settlements service and facilitating the remittance and reporting of PFCs from airlines to airports.

Final Settlement Reports Date

The date when Settlement Reports in the PFC Settlements System are considered final and the values will be used by the Clearing House for processing the PFC Settlement. Any PFC Settlement Reports downloaded before the Final Settlement Date for a Sales Period are considered preliminary.

PFC

A passenger facility charge authorized and approved by the Federal Aviation Administration (the “FAA”) and imposed by a public agency on passengers enplaned at a commercial service airport it controls within the United States.

PFC Settlement Agreement

The PFC Passenger Facility Charge Reporting and Remittance Agreement between the Clearing House and each PFC Settlement participant.

PFC Settlements Calendar

The annual calendar for PFC settlements published by the Clearing House. It contains the deadlines for each Sales Period settlement and PFC quarterly report submission.

PFC Settlements System

A web-based application that PFC Settlement airline participants use for reporting their PFC remittances and quarterly report details and retrieving historical PFC Settlement Reports.

Sales Period

The calendar month in which PFCs were collected on passenger tickets or refunded to the ticket purchaser. Payment of the PFCs collected, less permitted deductions, must be made to the public agency by the last day of the next month (as required in 14 CFR 158.51).

System Closure

The cutoff date for airline participants to submit their PFC remittance data and quarterly reporting details into the PFC Settlements System for a given Sales Period. System closure dates are published in the annual PFC Settlements calendar.

3. PFC Settlement Participant List

The Clearing House maintains a listing (of all airline and airport participants in the PFC Settlements Service, as well as other airports authorized to receive PFC remittances through the Service.

The PFC Settlement Participant List contains the name, identification code, and contact information for each airline and airport that are signatory to the PFC Settlement Services Agreement. Airports that receive PFC remittances through the Service but are not signatory to the Agreement are also included. Airport addresses are extracted from the PFC Remittance Directory distributed by Airlines for America unless the Clearing House has received updated information from the airport.

4. Identification Codes

Airline participants will use their IATA-assigned accounting code and designator as their identification code for PFC remittance and quarterly reporting.

Airport participants will be assigned a unique identification code by the Clearing House for PFC Settlement Service processing. The code consists of the airport's IATA-assigned three-letter location code (this may be different than the code assigned by the FAA) and the two-letter tax code "XF" used for PFCs in passenger ticketing.

5. Clearing Bank

US Bank National Association, the "Clearing Bank", is the financial institution designated by the Clearing House to process the settlement transactions for each PFC Settlement. PFC clearing account maintenance and PFC Settlement transactions performed by the Clearing Bank are supervised by:

Ms. Angie Kramer
Vice President and Site Manager
Commercial Customer Service
U.S. Bank
5065 Wooster Pike
Cincinnati, OH 45226
Phone: 800-377-3053
Email: angelad.kramer@usbank.com

Ms. Hannah Zmyslo
Team Lead and Officer
Commercial Customer Service
U.S. Bank
5065 Wooster Pike
Cincinnati, OH 45226
Phone: 800-377-3053
Email: hannah.zmyslo@usbank.com

6. PFC Remittance Reports

Each airline participant that collects PFCs during a sales period will submit a monthly report of its PFCs to be remitted by the system closure deadline listed in the PFC Settlements Calendar. The report must contain the net PFC amount owed to each airport, in USD currency, for activity occurring in the sales period.

The airline participant calculates the net PFC amount to be remitted as the total PFC amount collected less any deductions permitted by 14 CFR Part 158 Subpart C et al for the sales period. If no PFC activity occurred in the sales period for an airport, it may be omitted from the remittance report. If the net amount for an airport is \$0.00 due to the full set off of permitted deductions against PFCs collected, or if the net amount is less than \$0.00 (i.e., a negative amount) because permitted deductions exceed PFCs collected, the airport should be excluded from the remittance report.

Remittance report submission

Airline participants may submit their PFC Remittance Reports into the PFC Settlement System in one of two ways:

Manual entry of the net PFC amount payable to each airport. This method may be time-consuming and is recommended if PFCs are due to only a few airports.

Upload a CSV file of the net PFC amount payable to each airport. The PFC remittance file layout is found in the User Guide section of this PFC Settlements Handbook.

No reported PFC activity

Airline participants that have not submitted their PFC Remittance Reports will be sent reminders starting four business days before the system closure deadline. If no report is received by the deadline, Clearing House staff will contact the airline to confirm they have no PFCs to remit for the sales period.

Changes after a period has closed

If an airline participant discovers an error in their reports after the system has closed and before the PFC Settlement date, they may email ACH@airlines.org to request the Clearing House upload a replacement file on their behalf. No changes to any PFC remittance reports are possible on or after the PFC Settlement date for the sales period.

PFC Settlement Reports will be emailed to each PFC Settlement participant on the Final Settlement Report dates shown in the PFC Settlements Calendar.

The PFC Settlement Reports for airline participants will list their net PFC remittance amount for each airport, the applicable PFC Settlement Service fee owed to the Clearing House, and the total balance due by the settlement date.

PFC Settlement Reports for airport participants will list the net PFC amount to be received from each participating airline that reported PFC remittances and the aggregated payment to be credited. Airport authorities operating more than one airport will receive separate PFC Settlement Reports for each airport.

Airports that are not signatory to the PFC Settlement Agreement may request to have their PFC Settlement Report emailed each month by writing to ach@airlines.org.

7. PFC Quarterly Reports

Commencing at such time as the Clearing House has notified all PFC Settlement participants that quarterly reporting of PFCs is available through PFC Settlements, PFC Remittance Reports must contain, in addition to the other remittance amounts referred to in this Paragraph 5, for each airport authority, the total number of PFCs collected, the total dollar amount of PFCs collected, the total number of PFCs refunded, the total dollar amount of PFCs refunded and the total amount of collection compensation.

8. PFC Settlements

PFC Settlements will be processed on the Settlement Date for each month shown in the PFC Settlements Calendar. The Clearing Bank will debit the PFC Clearing Accounts of the airline participants for their balance due and credit the PFC Clearing Accounts of the airport participants receiving the payments.

PFCs owed to airport authorities that are not airport participants will be paid by check, unless other arrangements are made with the Clearing House and the Clearing Bank.

Each check will be accompanied by a check stub or other record that includes the sales period and the list of airlines and their payment amounts. Checks will be mailed to the airport authority at the address in the PFC Settlement Participant List. ACH will actively investigate any outstanding checks 60 days after issuance.

Questions regarding PFC remittance checks should be directed to the Clearing House at ACH@airlines.org.

9. Failure to Pay the Balance Due

If an airline participant fails to deposit their full PFC Settlement balance due into their PFC clearing account by the deadline specified in the PFC Settlement Calendar, all of their remittance transactions for that Sales Period will be removed from the settlement by the Clearing House and revised Settlement Reports will be sent to each affected airport.

10. Late Payment of the Balance Due

If an airline participant notifies the Clearing House of a delay in depositing their PFC Settlement balance caused by circumstances beyond its control, and the Clearing House in its sole discretion approves an extension, the airline may be permitted to deposit its full PFC balance due before 12:00 noon, local time in New York City, on the next business day after the scheduled PFC Settlement date.

After confirming the funds were received by the extension deadline, the Clearing House will arrange for the Clearing Bank to process an unscheduled supplemental PFC settlement and send revised Settlement Reports to each affected airport.

A penalty of \$2,500 will be charged by the Clearing House to the airline participant when a supplemental PFC settlement is processed on its behalf and deducted from the airline's PFC clearing account.

If the airline's PFC Settlement funds are not received before the 12:00 noon extension deadline, all PFCs for that Sales Period must be carried forward and added by the airline to its remittances for the next Sales Period.

11. Airline Participant Termination

If an airline participant is late paying their PFC Settlement balance due more than twice within twelve consecutive months, the airline is automatically terminated from further PFC Settlements.

12. PFC Settlement Fees

The fees payable to the Clearing House by PFC Settlement participants are governed by Paragraph 4 of the PFC Settlement Agreement. A current fee schedule is available from the Clearing House.

Fees are charged beginning with the first Sales Period in which the PFC Settlement participant pays or receives PFCs through a PFC Settlement. The fees are added to the PFC Settlement amount due for each Sales Period unless otherwise arranged in advance with the Clearing House.

13. PFC Settlement Advisory Board

PFC Settlement services are governed by a PFC Advisory Board that is composed of five airline representatives and the Secretary-Treasurer of the Clearing House. Representative from airports are added to the Board, one for every five airport participants, up to a maximum of five airport representatives. No participant or affiliate group may hold more than one Board seat. Advisory Board members serve two-year terms.

Rules for the election of the Advisory Board members and its officers, conduct of its meetings, and approvals for proposed amendments to PFC Settlement Regulations are provided in the PFC Settlement Advisory Board By-Laws which are available on the PFC Settlement website.

14. Amending PFC Settlements Regulations

PFC Settlement Regulations may be amended by the Advisory Board when approved by two-thirds majority vote. Amendments will take effect three months after all PFC Settlement participants have been notified unless a later effective date is approved by the Advisory Board.

15. Service Levels

Under the Amended MSA, the Clearing Bank has agreed to the following standards for service availability:

SinglePoint shall be available, on a rolling annual average, at no less than 97% of all time to PFC Settlement participants.

The Clearing Bank and the Clearing House shall create and maintain a report card to measure the performance of the Bank in achieving its service level standards.

If the Clearing Bank fails to meet required service levels and is notified by the Clearing House in writing, it has 30 days to submit a corrective plan. If the Bank fails to respond or the same problem occurs again within six months, the Clearing House may impose a monthly penalty of 10% of the service fee until resolved.

The Clearing House will share relevant report card data with the Advisory Board. If persistent service issues are identified, the Clearing House will consult the Advisory Board on reporting, reviewing corrective plans, imposing penalties, and distributing any penalty benefits, recognizing that other parties settling accounts through the Clearing House may have also been impacted.

16. Disaster Recovery and Business Continuity

The Clearing House is committed to developing, maintaining, and complying with its business continuity plan. Activation of the disaster recovery plan is the responsibility of the Secretary-Treasurer of Airlines Clearing House or their designee.

If a disruption is identified that interferes with settlement processing capabilities, the Clearing House will consult with the Clearing Bank and its system provider partner to assess the scope of the problem and determine an appropriate response based on the business impact. System outages will be communicated to PFC Settlement participants as warranted by the circumstances.

If a disruption affects the Clearing Bank but not the system provider partner, the [Clearing Bank's business continuity plan](#) and disaster recovery plan takes precedence.

If a disruption affects the Clearing House system provider partner but not the Clearing Bank, the [provider partner's business continuity plan](#) and disaster recovery plan takes precedence.

The Clearing House disaster recovery plan switches its processing to backup and/or hot site systems in alternate locations to provide full functioning services and processes within three hours of switchover.

Annual drills are conducted to test and improve the Clearing House disaster recovery and business continuity plan. These drills simulate various disruptions and allow staff to practice their plan roles. Lessons learned from these drills are used to refine the approach and update the plans for changes to operations, technology, and the external environment.

17. Data Security, Access, and Confidentiality

Each PFC Settlement participant will comply with the Clearing Bank data security, access and confidentiality requirements included in its standard terms and conditions for business customers.

Employees, contractors, and service providers of each PFC Settlement participant will also comply with the Privacy Policy of the Clearing House published on the PFC Settlement website and available in the SMART system.

18. Notices

Notices required to be given to any PFC Settlement participant or to the Clearing House related to these PFC Settlement Regulations will be in writing and sent by e-mail:

- To a PFC Settlement participant: to the individual(s) listed in the PFC Settlement Participant Roster.
- To the Clearing House: to the ACH Secretary-Treasurer at ACH@airlines.org.

Notices sent as described above will be deemed to have been given and received provided the sender receives no indication within four hours after sending that the e-mail message failed to reach the receiver. If a receiver knowingly or intentionally renders an e-mail address or system incapable of receiving notice by that means, any notice sent by e-mail will nevertheless be effective upon sending.

PFC Settlements System User Guide

PFC Settlements System User Guide

This PFC Settlements System User Guide is also available at PFCSettlement.com.

Note: The amounts and companies contained within the screenshots of this System User Guide are for illustrative purposes only.

Logging in

A page collects and authenticates each user's login credentials.

Sign-in to SMART at: <https://smart.airlinesclearinghouse.com>

Passwords:

Passwords must be a minimum of eight (8) characters in length:

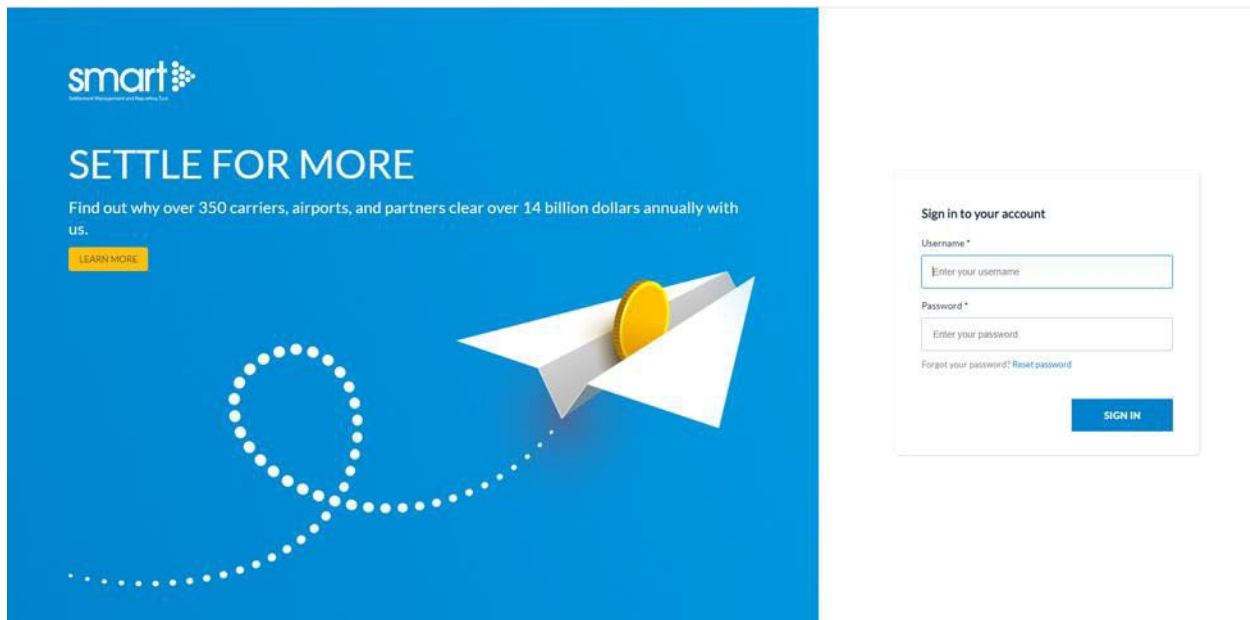
- Must have both upper- and lower-case letters
- Must have at least one numeric character
- Must have at least one special character from the set below.

= + - ^ \$ * . [] { } () ? " ! @ # % & / \ , > < ' : ; | _ ~ `

Passwords are case sensitive.

Note: You are required to change your password every 90 days.

Enter your Username and temporary password on the Sign In page and click SIGN IN.

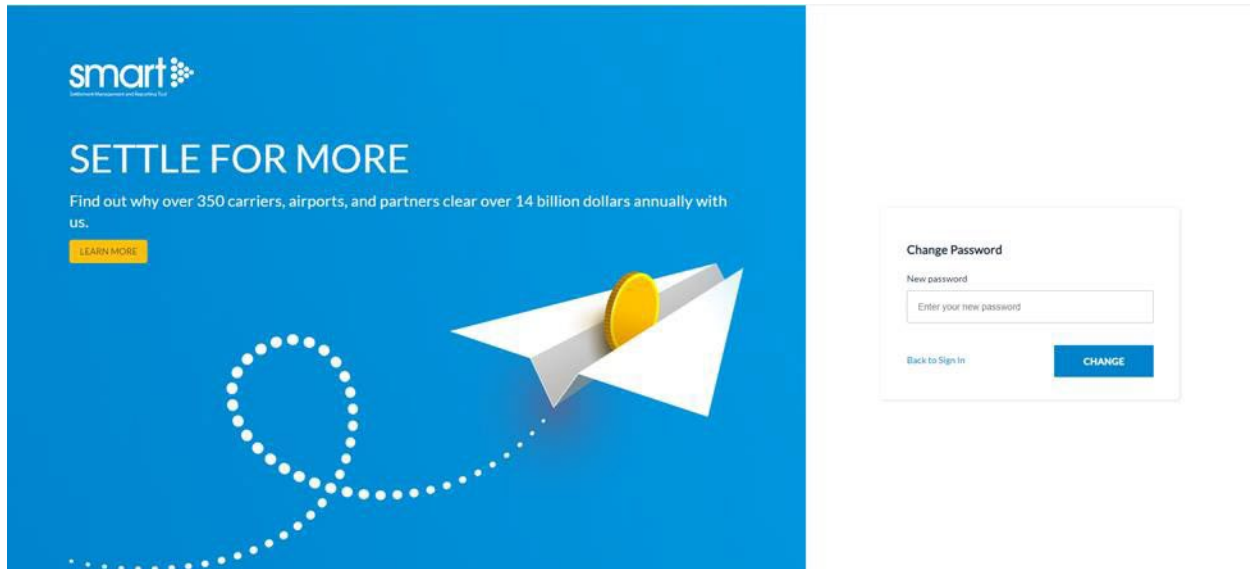


Temporary Passwords expire 7 days after issuance. If your temporary password needs to be reset, send an email to ACH@airlines.org.

Usernames are assigned by ACH and are case sensitive

Logging in (cont.)

Enter a new password and click CHANGE.



Note 1: Your session in SMART will expire and automatically log you out if you have not provided any input for 30 minutes.

Additionally, should you select the “F5” key to refresh, the system will log you out and you must log back in.

Note 2: You will be required to accept the ACH Privacy Policy before proceeding.

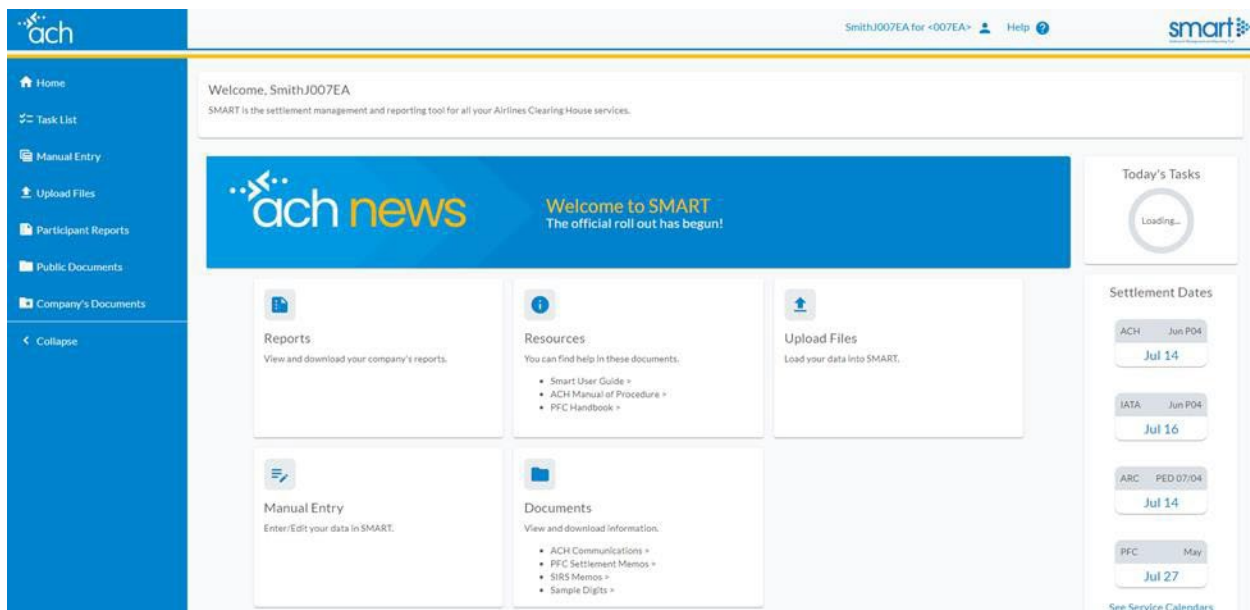
The Home page will be displayed when your sign-in information has been validated.

Home Page

Navigation Bar

The Navigation Bar appears on the left side of the screen.

Click an ICON in the Navigation Bar, or one of the links in the Home Page Navigation Cards to take an action.



Today's Tasks

Provides a reminder of actions to be taken and the due date. As an example, if your company participates in PFC Settlements and have not yet submitted a PFC remittance file, the Task List will display a reminder with the due date. As an alternative to using the Navigation Bar you can select the task from the task list to complete it.

Settlement Dates

Provides you with a quick glance of the dates for upcoming settlements.

Manual Entry

Select Manual Entry to enter or delete amounts. Select “PFC Remittance”, period, and your company from the dropdown lists.

The screenshot shows the 'Manual Entry' form in the 'ach' system. The left sidebar contains links for Home, Task List, and Settlement. The main area has dropdowns for Service (PFC Remittance), Period (2021-08 (Open)), and Company. The 'smart' logo is in the top right corner.

Enter Amounts

It is highly recommended when manually entering amounts that you use the “tab” key and not the “cursor” when moving from field to field. Additionally, when entering a negative amount, the negative sign is placed at the end of the amount. To add an amount, if needed, select Add Row and select the company to enter the amount from the dropdown list. The system will display the source of the amount (manual or file upload). You may include a comment. Continue to add rows for each additional amount you want to enter. You may enter multiple amounts for the same company. The system will sum multiple amounts for a company and will only display the summed amount on your settlement report.

Hint: To quickly locate a company, type in the company name or code in the Company field.

This screenshot shows the 'Manual Entry' form with a list of entries. A dropdown menu is open for the 'Company' field, showing a list of companies. The table below shows the entries with columns for Remittance Amount, Source, Comment, and Action.

Remittance Amount*	Source	Comment	Action
555.99	Manual		
632.11	Manual		
2,340.55	Manual		
832.10	Manual		
\$ 0.00			

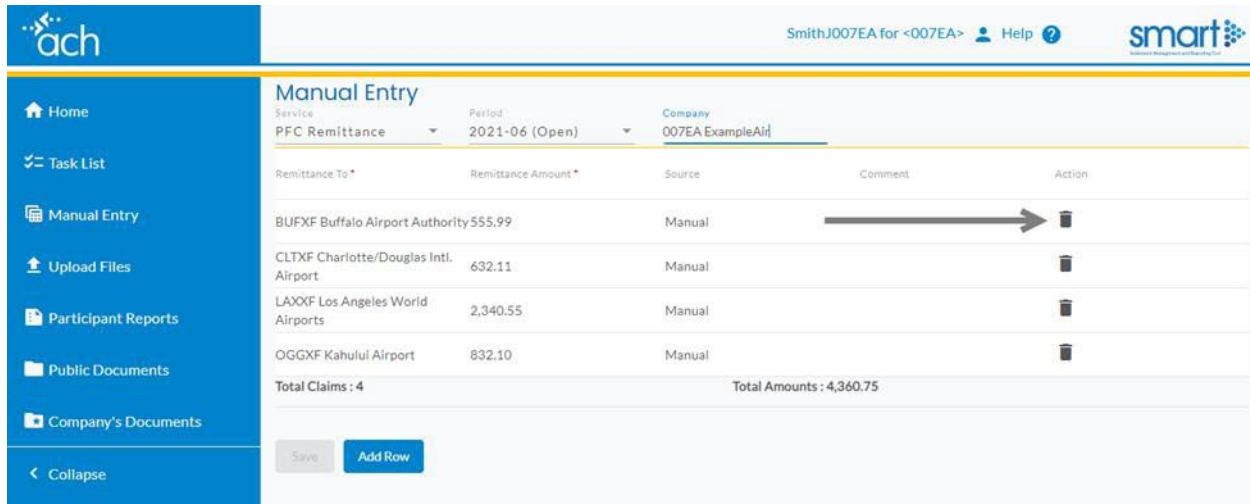
Total Claims : 4 Total Amounts : 4,360.75

Buttons: Save, Add Row

Delete Amounts

Users are permitted to delete amounts their company has either manually entered or uploaded through the file upload process, provided the period is still open. If an adjustment is required after the close of the current period, contact Airlines Clearing House at ACH@airlines.org or 202-626-4142 for assistance.

To delete an amount, click the trashcan and save.



The screenshot displays the 'Manual Entry' page in the ACH system. The interface includes a sidebar with navigation links: Home, Task List, Manual Entry (selected), Upload Files, Participant Reports, Public Documents, and Company's Documents. The main content area shows a table of remittance entries for the company '007EA ExampleAir' and period '2021-06 (Open)'. The table has columns for Remittance To, Remittance Amount, Source, Comment, and Action. A red arrow points to the trashcan icon in the Action column for the first row, indicating the deletion process. The table also shows a total of 4 claims and a total amount of 4,360.75. At the bottom, there are 'Save' and 'Add Row' buttons.

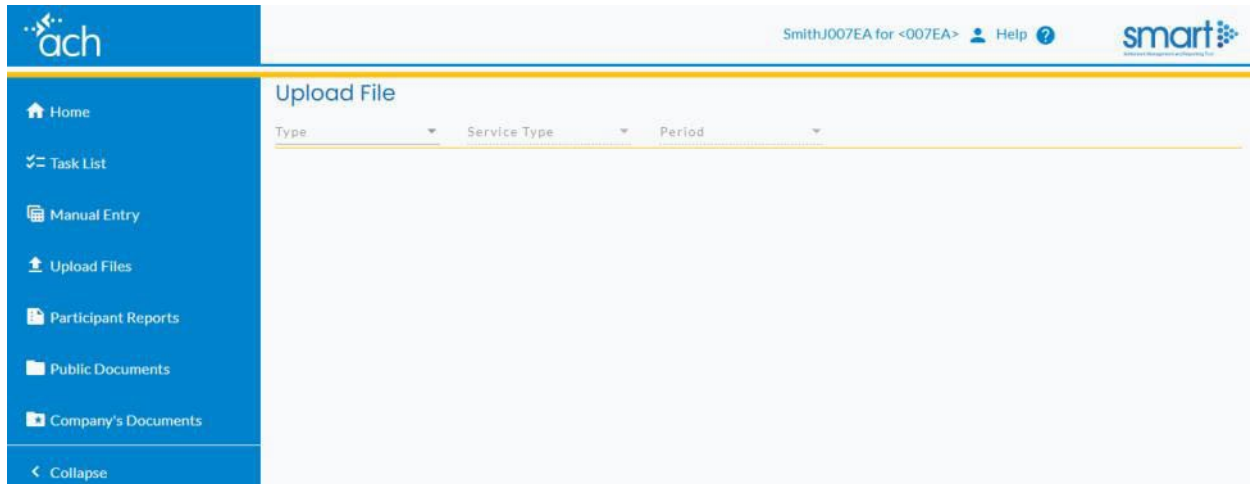
Remittance To *	Remittance Amount *	Source	Comment	Action
BUF XF Buffalo Airport Authority	555.99	Manual		
CLT XF Charlotte/Douglas Intl. Airport	632.11	Manual		
LAX XF Los Angeles World Airports	2,340.55	Manual		
OGG XF Kahului Airport	832.10	Manual		
Total Claims : 4		Total Amounts : 4,360.75		

Save Add Row

Upload Files

Select Upload Files to upload a file for either PFC Remittance or PFC Reporting. Select the applicable file type, service type, and period from the dropdown lists.

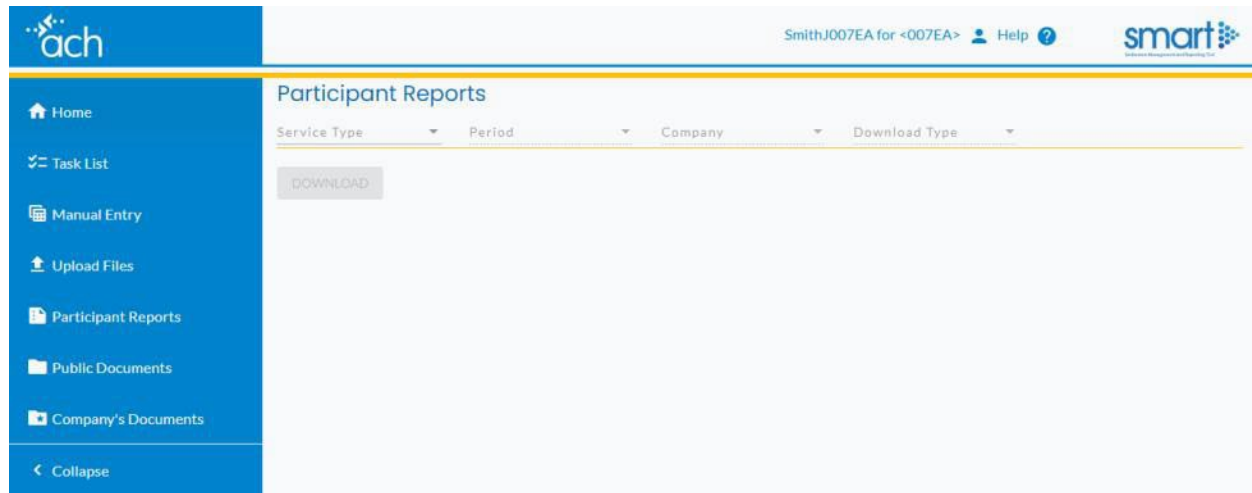
See more about file formats and validations in PFC Settlements and PFC Quarterly Reporting below.



The screenshot shows the 'Upload File' page in the 'ach smart' system. The interface includes a blue sidebar on the left with navigation links: Home, Task List, Manual Entry, Upload Files (highlighted), Participant Reports, Public Documents, Company's Documents, and a Collapse button. The main content area has a header with the 'ach' logo, the user 'SmithJ007EA for <007EA>', a Help icon, and the 'smart' logo. Below the header, the title 'Upload File' is followed by three dropdown menus labeled 'Type', 'Service Type', and 'Period'. The main area below these menus is currently empty.

Participant Reports

Select Participant Reports to download settlement or PFC quarterly and annual reports. Select the applicable service type, period, your company and download type (.pdf and .csv when applicable) from the dropdown lists. See more about [Participant Reports](#) below.



The screenshot shows the SMART system interface for Participant Reports. On the left is a blue sidebar with navigation links: Home, Task List, Manual Entry, Upload Files, Participant Reports (highlighted), Public Documents, Company's Documents, and a Collapse button. The main content area has a header with the 'ach' logo, user information 'SmithJ007EA for <007EA>', a Help icon, and the 'smart' logo. Below the header, the title 'Participant Reports' is followed by four dropdown menus: Service Type, Period, Company, and Download Type. A 'DOWNLOAD' button is positioned below these filters.

Note: Should you require historical reports that are not available in SMART, contact Airlines Clearing House at ACH@airlines.org or 202-626-4143 for assistance.

Airline Report Example



007EA - ExampleAir

PFC Remittance Report

Sales Period Jun 2021

Settlement date: Tuesday, Jul 27, 2021

Created: 09/13/2021 01:31 PM EDT

USD SETTLEMENT DETAIL

Category / Company		Payables	Receivables	Net Amount
PFC Remittances				
A98XD	Airlines Clearing House	0.00	-125.00	-125.00
BUFXF	Buffalo Airport Authority	555.99	0.00	-555.99
CLTXF	Charlotte/Douglas Intl. Airport	632.11	0.00	-632.11
LAXXF	Los Angeles World Airports	2,340.55	0.00	-2,340.55
OGGXF	Kahului Airport	832.10	0.00	-832.10
Total PFC Remittances		4,360.75	-125.00	-4,485.75
Total USD		4,360.75	-125.00	-4,485.75

Airport Report Example



PFC Remittance Report

Sales Period Jan 2023

EXEXF - Example International Airport

Settlement date: Wednesday, Feb 22, 2023

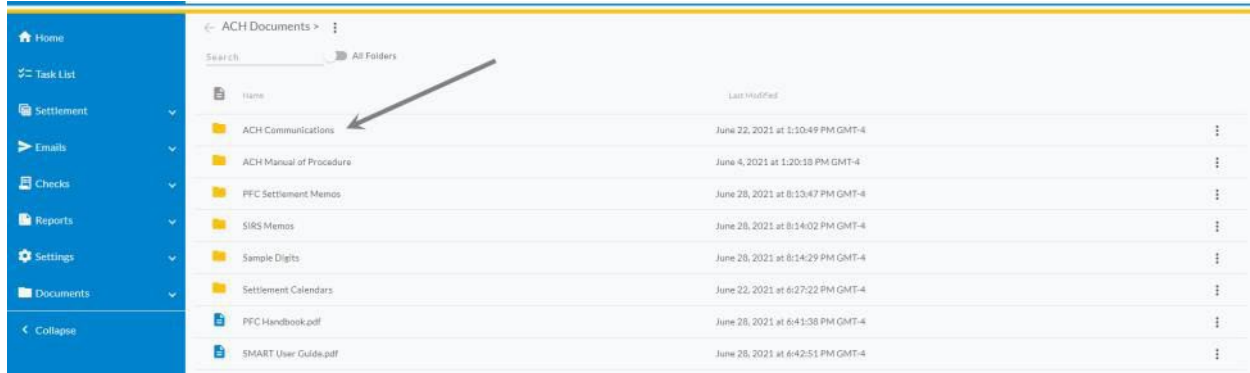
Created: 03/23/2023 09:53 AM EDT

USD SETTLEMENT DETAIL

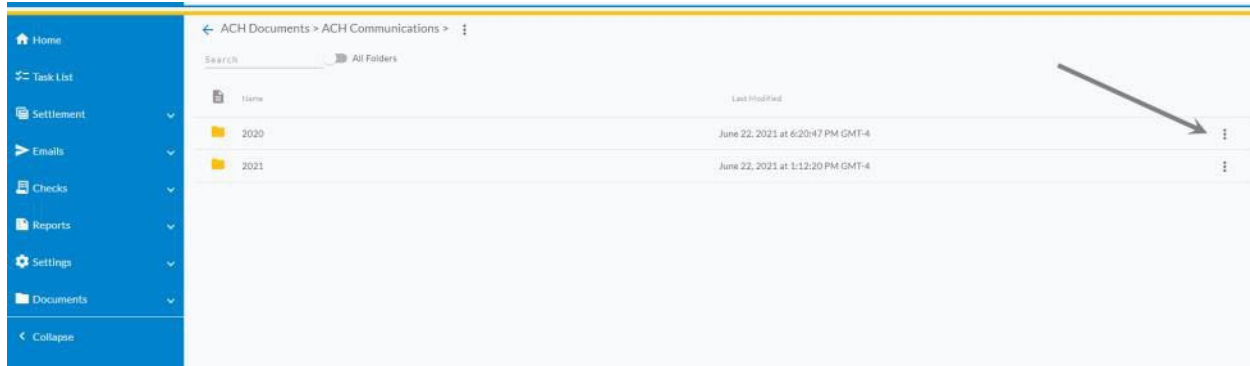
Category / Company		Payables	Receivables	Net Amount
PFC Remittances				
001AA	American Airlines Inc	0.00	34,326.58	34,326.58
006DL	Delta Air Lines Inc	0.00	17,401.70	17,401.70
016UA	United Airlines Inc	0.00	12,519.45	12,519.45
027AS	Alaska Airlines Inc	0.00	1,666.34	1,666.34
A98XD	Airlines Clearing House	0.00	-125.00	-125.00
Total PFC Remittances		0.00	6,412,412.34	6,412,412.34
Total USD		0.00	6,412,412.34	6,412,412.34

Public Documents

Select Public Documents to access the library of current and historical ACH Documents. Click on a folder ICON to see additional files in that folder.



Once you have drilled down to a desired document, select the kabob to display the pop-up window and select either preview or download to view the document.



Company's Documents

This is not currently in use.

PFC Remittance Files

As an alternative to manually entering amounts, you may upload a file for an open period. You may not upload a file or enter amounts for a period that has not yet opened or has already closed.

Previously loaded files, in an open period, may be replaced/overlayed by uploading a new file.

In the event the period is closed, and a replacement file is needed, contact Airlines Clearing House at ACH@airlines.org or phone 202-626-4143 for assistance.

A reminder email will be sent to you if the deadline for submission is approaching and you have not yet entered or uploaded PFC remittance amounts.

Files are created in standard .CSV or.txt formats using the specifications below. Do not use CSV UTF-8 format. Files do not contain header or trailer records, only detail rows.

Note: Unless permitted otherwise, only positive amounts may be included (where the airline is remitting a payment to the airport).

PFC Remittance File Upload Specifications	
Field	Description
First Field	Paying from Participant's ID. The first three characters of a participant ID is the accounting code. The last two characters are the designator code.
Second Field	The participant's ID of the airport for which PFCs are being remitted to. The first three characters of the participant's ID is the airport code. The last two characters are always "XF".
Third Field	Always "PFC".
Fourth Field	Sales Period in YYMMPP format (year, month, period). At this time, PP (period) shall always be populated with a "01".
Fifth Field	Always "USD".
Sixth Field	The remittance amount. Do not include "\$" or ",".
Example:	027AS,FAIXF,PFC,160301,USD,12621.08 027AS,DHNXF,PFC,160301,USD,7570.19 027AS,KTNXF,PFC,160301,USD,20748.86 027AS,MSLXF,PFC,160301,USD,6625.98 027AS,MOBXF,PFC,160301,USD,65221.69 027AS,KTNXF,PFC,160301,USD,76756.25

Note: Upload files do not have a standard naming convention. Name your upload file according to your own specifications.

PFC Quarterly Reporting Process

Participating airlines upload their own quarterly reporting files into SMART.

SMART supports various file formats and both monthly and quarterly submissions. Each PFC Quarterly Reporting airline must notify [ACH](#) of its chosen upload submission frequency (monthly or quarterly) and format (A, B, C or D) prior to go-live or before changing either the existing frequency or format.

The formats supported are:

Format A: Seven columns (standard)

Format B: Nine columns (enhanced to include transaction counts)

Format C: Seven columns including beginning and ending balances

Format D: Nine columns including beginning and ending balances.

You will be notified via a system generated email if the PFC Quarterly Reporting Deadline is approaching and your files have not yet been uploaded.

PFC Quarterly Reporting File Layouts

Note: All file examples are for illustration only.

Format A: Seven Column (standard)			
Field	Field Name	Format	Description
1	Reporting Airline	AAADD	Airline submitting report of PFCs remitted AAA = 3-character Accounting Code DD = 2-character Designator Code
2	Receiving Airport	ZZZ	Airport that received PFC payment ZZZ = 3-character Airport Code
3	Reporting Month	MMYYYY	Sales month for which the PFC details are reported MM = month YYYY = year
4	PFC Revenue Collected	NNNN.NN	Dollar amount of PFCs collected May have 2 decimals preceded by a period (.)
5	PFC Revenue Refunded	NNNN.NN	Dollar amount of PFCs refunded May have 2 decimals preceded by a period (.)
6	Collection Compensation Withheld	NNNN.NN	Dollar amount of compensation withheld by reporting airline May have 2 decimals preceded by a period (.)
7	Net PFC Remittance Amount	NNNN.NN -NNNN.NN	Net amount of the remittance reported May be preceded by a negative sign (-) if a negative amount May have 2 decimals preceded by a period (.)

Format A File Example:

```
016UA,ABE,022017,10514.29,985.5,257.07,9271.72
016UA,ABI,022017,18,4.5,0.44,13.06
```

Format B: Nine Column (includes transaction counts)

Field	Field Name	Format	Description
1	Reporting Airline	AAADD	Airline submitting report of PFCs remitted AAA = 3-character Accounting Code DD = 2-character Designator Code
2	Receiving Airport	ZZZ	Airport that received PFC payment ZZZ = 3-character airport Code
3	Reporting Month	MMYYYY	Sales month for which the PFC details are reported MM = month YYYY = year
4	PFC Revenue Collected	NNNN.NN	Dollar amount of PFCs collected May have 2 decimals preceded by a period (.)
5	Number of PFCs Collected	NNNN	Quantity of PFCs collected Whole numbers only
6	PFC Revenue Refunded	NNNN.NN	Dollar amount of PFCs refunded May have 2 decimals preceded by a period (.)
7	Number of PFCs Refunded	NNNN	Quantity of PFCs refunded Whole numbers only
8	Collection Compensation Withheld	NNNN.NN	Dollar amount of compensation withheld by reporting airline May have 2 decimals preceded by a period (.)
9	Net PFC Remittance Amount	NNNN.NN -NNNN.NN	Net amount of the remittance reported May be preceded by a negative sign (-) if a negative amount May have 2 decimals preceded by a period (.)

Format B File Example:

027AS,ABQ,012017,27891,6198,2628,584,681.78,24581.22
027AS,ABQ,022017,27094.5,6021,2421,538,662.31,24011.19
027AS,ABQ,032017,28624.5,6361,2592,576,699.71,25332.79

Format C: Seven Column plus beginning & ending balances

Field	Field Name	Format	Description
1	Reporting Airline	AAADD	Airline submitting report of PFCs remitted AAA = 3-character Accounting Code DD = 2-character Designator Code
2	Receiving Airport	ZZZ	Airport that received PFC payment ZZZ = 3-character airport Code
3	Reporting Month	MMYYYY	Sales month for which the PFC details are reported MM = month YYYY = year
4	PFC Revenue Collected	NNNN.NN	Dollar amount of PFCs collected May have 2 decimals preceded by a period (.)
5	PFC Revenue Refunded	NNNN.NN	Dollar amount of PFCs refunded May have 2 decimals preceded by a period (.)
6	Collection Compensation Withheld	NNNN.NN	Dollar amount of compensation withheld by reporting airline May have 2 decimals preceded by a period (.)
7	Net PFC Remittance Amount	NNNN.NN -NNNN.NN	Net amount of the remittance reported May be preceded by a negative sign (-) if a negative amount May have 2 decimals preceded by a period (.)
8	PFC Beginning Balance	NNNN.NN -NNNN.NN	Dollar amount of beginning balance of PFCs for the month May be preceded by a negative sign (-) if a negative amount May have 2 decimals preceded by a period (.)
9	PFC Ending Balance	NNNN.NN -NNNN.NN	Dollar amount of ending balance of PFCs for the month May be preceded by a negative sign (-) if a negative amount May have 2 decimals preceded by a period (.)

Format C File Example:

```
016UA,ABE,022017,10514.29,985.5,257.07,9271.72,0,0
016UA,ABI,022017,18,4.5,0.44,13.06,-45,-31.94
```

Format D: Nine Column plus beginning & ending balances

Field	Field Name	Format	Description
1	Reporting Airline	AAADD	Airline submitting report of PFCs remitted AAA = 3-character Accounting Code DD = 2-character Designator Code
2	Receiving Airport	ZZZ	Airport that received PFC payment ZZZ = 3-character airport Code
3	Reporting Month	MMYYYY	Sales month for which the PFC details are reported MM = month YYYY = year
4	PFC Revenue Collected	NNNN.NN	Dollar amount of PFCs collected May have 2 decimals preceded by a period (.)
5	Number of PFCs Collected	NNNN	Quantity of PFCs collected Whole numbers only
6	PFC Revenue Refunded	NNNN.NN	Dollar amount of PFCs refunded May have 2 decimals preceded by a period (.)
7	Number of PFCs Refunded	NNNN	Quantity of PFCs refunded Whole numbers only
8	Collection Compensation Withheld	NNNN.NN	Dollar amount of compensation withheld by reporting Air- line May have 2 decimals preceded by a period (.)
9	Net PFC Remittance Amount	NNNN.NN -NNNN.NN	Net amount of the remittance reported May be preceded by a negative sign (-) if a negative amount May have 2 decimals preceded by a period (.)
10	PFC Beginning Balance	NNNN.NN -NNNN.NN	Dollar amount of beginning balance of PFCs for the month May be preceded by a negative sign (-) if a negative amount May have 2 decimals preceded by a period (.)
11	PFC Ending Balance	NNNN.NN -NNNN.NN	Dollar amount of ending balance of PFCs for the month May be preceded by a negative sign (-) if a negative amount May have 2 decimals preceded by a period (.)

Format D File Example:

027AS,ABQ,012017,27891,6198,2628,584,681.78,24581.22,-100000,-75418.78
027AS,ABQ,022017,27094.5,6021,2421,538,662.31,24011.19,-75418.75,-51407.59
027AS,ABQ,032017,28624.5,6361,2592,576,699.71,25332.79,-51407.59,-26074.80

File Upload Errors

SMART validates your PFC Reporting File and will fail a file upon upload if any of the following errors are detected. These errors will be displayed on the Upload File window. You must correct the file and reload it.

Error	Help
Blank row encountered at line:	
Invalid file. Please check the reporting for- mat of the company	Your airline profile has been set up to submit a different format than what you uploaded (see PFC Reporting Formats below). Con- tact Airlines Clearing House if it should be changed.
Invalid file. Monthly file contains more than one month's PFC Remittance data	
Invalid reporting month	
Invalid reporting type for the selected airline	Your airline profile has been set up to submit a different format than what you uploaded (see PFC Reporting Formats below). Con- tact Airlines Clearing House if it should be changed.
No records found in the uploaded file	
Please upload again after resolving errors	Will appear with the other applicable errors
"Receiving airport" is not found in the active PFC Reporting period	
"Reporting airline" does not match with selected airline	
"Reporting airline" is not found in the active PFC Reporting period	Contact Airlines Clearing House to ensure your company's profile has been set up as active for the period
Reporting format does not match with the uploaded file type	
Note: Wherever quotes are used above, i.e., "Reporting Airline", "Receiving Airport" the error will be output with the airline or airport code as applicable.	

Example of file upload with errors.

The screenshot shows a web application interface for uploading files. On the left is a blue sidebar with navigation links: Home, Task List, Settlement, Emails, Checks, Reports, Settings, and Documents. The main area is titled 'Upload File' and contains three dropdown menus: 'Type' (set to 'PFC Reporting File'), 'Period' (set to '2021-1Q (Closed)'), and 'Company' (set to '007EA ExampleAir'). Below these is a 'Retry' button. The main area also displays four error messages in red text: 'Invalid reporting type for the selected airline', 'Reporting format does not match with the uploaded file type', 'Reporting format does not match with the uploaded file type', and 'Please upload again after resolving the errors'.

Contact [ACH](#) for help in resolving file upload issues.

NOTE: All file upload errors and warnings are available for download in .xlsx format for offline review. To download this report, click the Download button which appears after upload:

File Upload Warnings

SMART will warn you of discrepancies when:

- A row in your quarterly reporting input file does not sum up correctly.
- the net remittance amount contained in a row of your quarterly reporting input file does not match the remittance amount submitted through PFC Settlements

When your input file only has warnings, the file will be uploaded successfully. If you determine that the warnings should be corrected, submit a corrected file during the open period. Your new file submission will overlay and replace the previously uploaded file.

Upload File

Type

PFC Reporting File ▼

Period

2021-2Q (Open) ▼

Company

157QR QATAR AIR... ▼

File successfully uploaded.

Download

Warnings:

ABE : 062021: Collected amount less refunded less compensation does not equal PFC Remit amount.

BGR : 052021: Collected amount less refunded less compensation does not equal PFC Remit amount.

CHO : 052021: Collected amount less refunded less compensation does not equal PFC Remit amount.

Warning

Amount does not match to the remittance found in DB “Reporting Airline” and “Receiving Airport” and “Remittance Amount” and “Reporting Month”

“Receiving Airport” and “Reporting Month” beginning balance plus revenue collected less revenue refunded less compensation withheld does not equal ending balance

“Receiving Airport” and “Reporting Month” collected amount less refunded less compensation does not equal PFC Remit Amount.

Remittance missing from file “Reporting Airline” and “Receiving Airport” and “Reporting Month” and “Remittance Amount”

Remittance reported in file is not found in database. “Reporting Airline” and “Receiving Airport” and “Remittance Amount” and “Reporting Month”.

Revenue collected-revenue refunded-compensation does not match to the remittance found in DB. “Reporting Airline” and “Receiving Airport” and “Remittance Amount” and “Reporting Month”

Note: Wherever quotes are used above, i.e., “Reporting Airline”, “Receiving Airport”, “Remittance Amount” and “Reporting Month”, the error will be output with the airline or airport code, amount, or month as applicable.

Contact [ACH](#) for help in resolving file upload issues.

PFC Discrepancy Reports

SMART produces an on-demand discrepancy report that compares the remittance amount submitted through SMART with the remittance amount shown in your company's PFC Quarterly Reporting File.

To access the PFC Discrepancy Report, select Participant Reports from the Navigation Bar, PFC Discrepancy, the reporting period, your company, and download.

The screenshot shows the SMART web application interface. On the left is a blue navigation bar with the 'ach' logo at the top. Below the logo are several menu items: 'Home', 'Task List', 'Manual Entry', 'Upload Files', 'Participant Reports' (which is highlighted), 'Public Documents', 'Company's Documents', and a 'Collapse' button at the bottom. The main content area has a light blue header with the 'smart' logo on the right. Below the header, the title 'Participant Reports' is displayed. Underneath the title are three dropdown menus: 'Service Type' (set to 'PFC Discrepancy'), 'Period' (set to '2021-3Q (Open)'), and 'Company' (set to '007EA ExampleAir'). Below these dropdowns is a blue 'DOWNLOAD' button.

[illegible]

PFC Reports Distribution

Participant Reports are sent to your authorized Users and Contacts as part of the settlement (PFC Remittance) or reporting (PFC Reporting) processes. At any time, Users can also select a report to view and download for their company. Available reports:

PFC Settlements beginning with 2016.

PFC Quarterly and Annual Reporting beginning with 2020

PFC Discrepancy beginning with Third Quarter 2021 (Not sent to your company)

PFC Quarterly Reports

ACH distributes PFC Quarterly Reports to participating airlines Users and Contacts with PFC Quarterly Reports selected in the SMART User Account Set-Up Form. ACH also distributes the Quarterly Reports to all applicable airports.

All PFC Quarterly Reports are published in PDF format

[Airline Example Quarterly Report \(one page per airport\)](#)

Airlines Clearing House
1275 Pennsylvania Avenue NW
Suite 1300
Washington, DC 20004

Jefferson County Treasurer
ATTN: Watertown Intl Airport
22529 Airport Drive Box 1
Dexter, NY 13634

PFC Quarterly Report
ART - Watertown International Airport
LF - Corporate Flight Management Inc

Reporting Period	Total PFC Revenue Collected	Total PFC Revenue Refunded	Collection Compensation Withheld	Remittance Amount	Remittance Date
2024-07	\$4.50	\$0.00	\$0.11	\$4.39	Aug 27, 2024
2024-08	\$0.00	\$0.00	\$0.00	\$0.00	
2024-09	\$9.00	\$0.00	\$0.22	\$8.78	Oct 25, 2024
2024-3Q	\$13.50	\$0.00	\$0.33	\$13.17	

Airport Example Quarterly Report (one page per airline)

Airlines Clearing House
1275 Pennsylvania Avenue NW
Suite 1300
Washington, DC 20004

Jefferson County Treasurer
ATTN: Watertown Intl Airport
22529 Airport Drive Box 1
Dexter, NY 13634

PFC Quarterly Report ART - Watertown International Airport AS - Alaska Airlines Inc							
Reporting Period	Total PFC Revenue Collected	Number of PFCs Collected	Total PFC Revenue Refunded	Number of PFCs Refunded	Collection Compensation Withheld	Remittance Amount	Remittance Date
2024-07	\$40.50	9	\$13.50	3	\$0.99	\$26.01	Aug 27, 2024
2024-08	\$27.00	6	\$18.00	4	\$0.66	\$8.34	Sep 24, 2024
2024-09	\$27.00	6	\$18.00	4	\$0.66	\$8.34	Oct 25, 2024
2024-3Q	\$94.50	21	\$49.50	11	\$2.31	\$42.69	

PFC Annual Reports

PFC Annual Reports are produced by the system for your internal use. The data is populated from your PFC Remittance and PFC Quarterly Report submissions and is available in two formats.

All PFC Annual Reports are published in PDF format.

All Airports Each Quarter



Schedule of Passenger Facility Charges

Each Quarter During Year Ended December 31, 2024
Created: 2025-10-02-16:55:34

522LF Contour Airlines

Public Agency	Amount Collected	Amount Refunded	Amount Withheld	Net Amount	Amount Remitted	Difference
ABE - Allentown Lehigh Valley International Airport						
Quarter Ended March 31, 2024	\$9.00	\$0.00	\$0.22	\$8.78	\$8.78	\$0.00
Quarter Ended June 30, 2024	\$22.50	\$0.00	\$0.55	\$21.95	\$21.95	\$0.00
Quarter Ended September 30, 2024	\$4.50	\$0.00	\$0.11	\$4.39	\$4.39	\$0.00
Quarter Ended December 31, 2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2024 Total	\$36.00	\$0.00	\$0.88	\$35.12	\$35.12	\$0.00
ABQ - Albuquerque International Sunport						
Quarter Ended March 31, 2024	\$58.50	\$0.00	\$1.43	\$57.07	\$57.07	\$0.00
Quarter Ended June 30, 2024	\$4.50	\$0.00	\$0.11	\$4.39	\$4.39	\$0.00
Quarter Ended September 30, 2024	\$13.50	\$0.00	\$0.33	\$13.17	\$13.17	\$0.00
Quarter Ended December 31, 2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2024 Total	\$76.50	\$0.00	\$1.87	\$74.63	\$74.63	\$0.00
AGS - Augusta Regional Airport						
Quarter Ended March 31, 2024	\$13.50	\$0.00	\$0.33	\$13.17	\$13.17	\$0.00
Quarter Ended June 30, 2024	\$9.00	\$0.00	\$0.22	\$8.78	\$8.78	\$0.00
Quarter Ended September 30, 2024	\$13.50	\$0.00	\$0.33	\$13.17	\$13.17	\$0.00
Quarter Ended December 31, 2024	\$9.00	\$0.00	\$0.22	\$8.78	\$8.78	\$0.00
2024 Total	\$45.00	\$0.00	\$1.10	\$43.90	\$43.90	\$0.00

All Airports for the Year



Schedule of Passenger Facility Charges

Year Ended December 31, 2024
Created: 2025-10-02-16:56:51

522LF Contour Airlines

Public Agency	Amount Collected	Amount Refunded	Amount Withheld	Net Amount	Amount Remitted	Difference
ABE - Allentown Lehigh Valley International Airport	\$36.00	\$0.00	\$0.88	\$35.12	\$35.12	\$0.00
ABQ - Albuquerque International Sunport	\$76.50	\$0.00	\$1.87	\$74.63	\$74.63	\$0.00
AGS - Augusta Regional Airport	\$45.00	\$0.00	\$1.10	\$43.90	\$43.90	\$0.00
ALB - Albany International Airport	\$175.50	\$0.00	\$4.29	\$171.21	\$171.21	\$0.00

Code of Federal Regulations 14 CFR Part 158 - Passenger Facility Charges (PFCs)

This may be found by clicking [HERE](#).