

PENALTY CALCULATION

STD. 208 (REV. 2/2011)

Prepare an original and two copies

STATE DEPARTMENT NAME _____

CONTACT PERSON *(Print)* _____

TELEPHONE NUMBER _____

CONTRACTOR/VENDOR _____

DATE RECEIVED _____

PAYMENT ISSUE DATE _____

INVOICE NUMBER _____

INVOICE DATE _____

REFERENCE NUMBER(S) _____

CLAIM SCHEDULE NUMBER _____

PART A: PENALTY CALCULATION

STEP 1:

Payment Due Date _____

STEP 2:

Amount Subject to Penalty *(Excluding Sales Tax)* _____

Daily Penalty Rate _____

STEP 3:

Penalty Amount Per Day *(Multiply Subject Amount by Daily Penalty Rate)* _____

STEP 4:

Number of Days Penalized _____

STEP 5:

Penalty Amount *(Multiply Penalty Amount per day by Step 4) Enter the result here* \$ _____

Enter the Penalty amount below when the penalty is:

Over \$10.00 for all other businesses, refunds, or other payments; or

Over \$100.00 for all other businesses

PART B: TOTAL PAYMENT

PENALTY AMOUNT – Enter on Remittance Advice \$ _____



Additional information to complete STD. 208 are in SAM Section 8474.3