STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

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

DISTRIBUTION: ORIGINAL – STATE CONTROLLER SECOND – ACCOUNTING THIRD – OTHER