STATE OF CALIFORNIA – DEPARTMENT OF FINANCE

PENALTY CALCULATION

STD. 208 (Rev. 10/2019)

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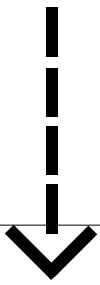Amount Subject to Penalty *(Excluding Sales Tax)*

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 small businesses; nonprofit organizations, nonprofit public
benefit corporations, refunds, or other payments due to individuals; 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