

Council on Law Enforcement Education and Training

Town and Municipal Report - Penalty Assessment Fees

Collected pursuant to Title 20 O.S. Section 1313.2

Name of Town or Municipality:
 Person Completing Report:

Telephone:

Reporting period for fees collected: Year: _____ **From:** _____ **To:** _____

Check One	Monthly Activity	Due By	Due	Late Fee Begins	Due
	July	August	15	August	25
	August	September	15	September	25
	September	October	15	October	25
	October	November	15	November	25
	November	December	15	December	25
	December	January	15	January	25
	January	February	15	February	25
	February	March	15	March	25
	March	April	15	April	25
	April	May	15	May	25
	May	June	15	June	25
	June	July	15	July	25

LATE PAYMENT PENALTY: Please remember the statute provides that a late penalty must be imposed for failure to make timely deposits. A penalty of 1% of the principal amount due per day beginning the 10th day after the payment is due (25th of the month due) will be imposed until the penalty reaches 100% of the principal amount due.

Number of Penalty Fees Collected	<input style="width: 60px; height: 20px;" type="text"/>	X \$9.00	(Ordered paid on or after to 7/1/04) [NEW]	=	<input style="width: 60px; height: 20px;" type="text"/>
Number of Penalty Fees Collected	<input style="width: 60px; height: 20px;" type="text"/>	X \$4.00	(Ordered paid prior to 11/1/2000)	=	<input style="width: 60px; height: 20px;" type="text"/>
Number of Penalty Fees Collected	<input style="width: 60px; height: 20px;" type="text"/>	X \$7.00	(Ordered paid 11/1/2000-7/1/2004)	=	<input style="width: 60px; height: 20px;" type="text"/>
				Subtotal	<input style="width: 60px; height: 20px;" type="text"/>
Subtract Administrative Fees: Total Number of Fees <input style="width: 60px; height: 20px;" type="text"/> X \$0.08				-	<input style="width: 60px; height: 20px;" type="text"/>
Total Amount Penalty Fees Paid:				Line A	<input style="width: 60px; height: 20px;" type="text"/>

REPORT ADJUSTMENTS Note: Please list the report quarter and year the adjustment is applied to, and check the reason for the adjustment or attach a copy of the letter from CLEET.

Adjustment: (Attach copy of letter from CLEET or corrected report with error) **Line B** +
 Over amount refers to the amount you are paying in addition to the amount owed for this reporting period to satisfy a previous underpayment or owed amount.

Adjustment: (Attach copy of letter from CLEET or corrected report with error) **Line C** -
 Under amount refers to the amount you are deducting from the amount owed for this reporting period to apply a credit amount.

Total Amount of This Report: Line D

Complete forms on-line at: www.cleet.state.ok.us (Amount of This Report (D) equals totals of lines A + B - C)

Comments: _____

\$ 0 payment - COMPLETE NO ACTIVITY REPORT B - (Check One)	
<input type="checkbox"/> No Activity	Cities and towns who had no activity for the above reporting period.
<input type="checkbox"/> No Law Enforcement	Cities and towns who did not have law enforcement officers for the reporting period.
<input type="checkbox"/> No Court	Cities and towns who had no court activity for the above reporting period.
<input type="checkbox"/> Other	

PLEASE MAIL REPORTS AND PAYMENTS TO: CLEET
 2401 Egypt Road
 Ada, Oklahoma 74820-0669

If you have any questions regarding the fee collection or reports, please contact Erica Vasquez at (405) 239-5155 or John Parker at (405) 239-5156. THANK YOU for your assistance. Computer generated reports are acceptable or copy this form.