

# 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
<input type="checkbox"/>	July	August	15	August	25
<input type="checkbox"/>	August	September	15	September	25
<input type="checkbox"/>	September	October	15	October	25
<input type="checkbox"/>	October	November	15	November	25
<input type="checkbox"/>	November	December	15	December	25
<input type="checkbox"/>	December	January	15	January	25
<input type="checkbox"/>	January	February	15	February	25
<input type="checkbox"/>	February	March	15	March	25
<input type="checkbox"/>	March	April	15	April	25
<input type="checkbox"/>	April	May	15	May	25
<input type="checkbox"/>	May	June	15	June	25
<input type="checkbox"/>	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"/>
<b>Total Amount Penalty Fees Paid:</b>				<b>Line A</b>	<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](http://www.cleet.state.ok.us)** (Amount of This Report (D) equals totals of lines A + B - C )

**Comments:** \_\_\_\_\_

<b>\$ 0 payment - COMPLETE NO ACTIVITY REPORT B - (Check One)</b>	
<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 Steven Floyd 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.