



LATE PAYMENT PENALTIES PAID REPORT

FISCAL YEAR

DGS PD 800 (Rev. 01/2020)

Submission of a Late Payment Penalties Paid Report is mandatory pursuant to Government Code §927, et. seq., known as the California Prompt Payment Act.

927.9 (a) On an annual basis, within 90 calendar days following the end of each fiscal year, state agencies shall provide the Director of General Services with a report on late payment penalties that were paid by the state agency in accordance with this chapter during the preceding fiscal year.

(b) The report shall separately identify the total number and dollar amount of late payment penalties paid to small businesses, other businesses, and refunds or other payments to individuals. State agencies may, at their own initiative, provide the director with other relevant performance measures. The director shall prepare a report separately listing the number and total dollar amount of all late payment penalties paid to small businesses, other businesses, and refunds and other payments to individuals by each state agency during the preceding fiscal year, together with other relevant performance measures, and shall make the information available to the public.

For additional information on Prompt Payment visit [Prompt Payment Program Information](#)

NOTE: ALL DEPARTMENTS MUST RESPOND WHETHER OR NOT PENALTIES WERE PAID.

Agency Name:	<p style="color: red; margin: 0;">RETURN THIS REPORT TO:</p> <p>Department of General Services Procurement Division Office of Small Business & DVBE Services Attn: Reports Coordinator 707 Third Street, Room 1-400 IMS Code Z-1, MS 210 West Sacramento, CA 95605 or FAX: (916) 375-4950 Email: OSDSReports@dgs.ca.gov</p>
Agency Address:	
Contact Person:	
Telephone #	
Email:	

Business Type/Source	Number of Occurrences	Total Penalties Paid	Total Amount of Invoices*	Penalty Percentages
Small Businesses		\$	\$	
Other Businesses		\$		
Totals		\$		

	Number of Occurrences	Amount of Refunds & Other Payments	Total Amount of Invoices*	Refunds & Other Payments as Percentage of Total Invoices
Refunds & Other Payments to Individuals		\$	\$	

Explanation of Late Payments (Optional):

* "Total Amount of Invoices" is the total amount of all invoices paid in the FY.