

# Retail Credit Fee Report

2. ■



1. ■ 90100 ■ 128

3. Taxpayer number ■	4. Due date	5.
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6. Filing period	7.
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8. Taxpayer name and mailing address

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.

sign here Taxpayer or duly authorized agent

Daytime phone Date

• Write only in white areas. • Type or print.  
**THIS RETURN MUST BE FILED EVEN IF NO AMOUNT IS DUE.**

9. Total transactions with delinquency charge that exceeded \$10	9.
10. Fee at 50 cents per transaction (Multiply Item 9 by .50.)	10.
11. Penalty (See instructions.)	11.
12. Interest (See instructions.)	12.
13. <b>AMOUNT DUE AND PAYABLE</b> (Add Items 10, 11 and 12.)	13. ■
	14.

See instructions, below.

Detach here and return this part only.

Keep this part for your files.

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TAXPAYER COPY

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See instructions, below.

## Who Must File

- This report must be filed by every retail seller (sole owner, partnership, corporation or other organization) who
- has established a retail charge agreement under Texas Finance Code Chapter 345; and
  - assesses a delinquency charge for late payment greater than \$10.

NOTE: If you sell, transfer or factor ALL accounts, no fee is due.

## When to File

- Reports must be filed on or before the 20th day of the month following the reporting period.
- Reports must be filed for every period even if you have no assessments subject to the fee.
- If the due date falls on a Saturday, Sunday or legal holiday, the next business day will be the due date.

## General Instructions

- Write only in white areas.
- If any preprinted information on this report is incorrect, OR if you do not qualify to file this report, call the phone number listed on this report.

## For Assistance

Call 1-800-531-5441, ext. 3-4276, or 512-463-4276.

## Specific Instructions

**Item 11 - Penalty** - If return is filed or fee is paid after the due date, enter penalty. If 1-30 days late, enter 5% of Item 10. If more than 30 days late, enter 10% of Item 10. (Minimum penalty is \$1.00.)

NOTE: An additional \$50 late filing penalty will be assessed each time a return is filed after the due date.

**Item 12 - Interest** - If any amount is unpaid 61 days after the due date, enter interest on the amount in Item 12. Calculate interest at the rate published online at [www.comptroller.texas.gov](http://www.comptroller.texas.gov), or call 1-877-447-2834.

Make the amount in Item 13 payable to **State Comptroller**.

Mail the top portion of this form with your payment to

**Comptroller of Public Accounts**  
ATTN: Revenue Accounting Division  
111 E. 17th St.  
Austin, TX 78701-1403

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or phone number listed on this form.