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Late Payment Fee for Long Distance Telephone Service	
IT 5213	

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Establish a 10 percent late payment fee on faculty/staff delinquent personal telecom invoices for long distance calls.

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A 10 percent late payment fee (maximum \$10) on current balance due, exceeding \$10, will be added to invoices for personal long distance calls if payment is not received within seven days of the invoiced due date. The long distance authorization code will be deactivated and a notice of the added late payment fee and delinquent status will be sent to customers.

A ~~will be sent~~ will be sent to the university's collections manager the first quarter after the final late notice or submitted to the university's Controller to initiate ~~(Payroll)~~ ~~Payroll~~ Fee: refers to a charge added to delinquent telecom invoices for personal long distance calls using an assigned seven digit, non business, authorization code.

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Code of VA, Section 2.2 4.805 § 2.2 4805. Interest, administrative charges and penalty fees.

Each state agency and institution may charge interest on all past due accounts receivable in accordance with guidelines adopted by the Department of Accounts and at the underpayment rate prescribed in § [58.1 15](#). Each past due accounts receivable may also be charged an additional amount that shall approximate the administrative costs, excluding attorneys' fees not authorized by contract, arising under § [2.2 4806](#). Agencies and institutions may also assess late penalty fees, not in excess of ten percent of the past due account on past due accounts receivable.

