

## Adding a Late Fee to Receipts- Required for new licenses after January 31

Late fees will not be automatically added for 2025 licenses. Late fees must be for renewals and licenses being purchased more than 10 days after a pet is acquired or reaches 6-months of age, whichever is later. The late fee is added in the receipt process as follows:

1. Scroll down to the Receipt Items section
2. Go to ITEM NAME and select the correct late fee from the drop-down menu
3. Click ADD at the bottom right side of the Receipt Items section

Receipt Items

Site: -- All -- Animal Type: -- Select -- Age Group: -- Select --

Item Type: -- All -- Category: -- All -- UPC Code: >>

IRN#: >>

Item Name\*  
-- Select --  
-- Select --  
2024 Dangerous Dog License  
2024 Dog License -Altered  
2024 Dog License- Unaltered  
2024 Nuisance Dog License  
Dangerous Dog Sign  
**Late Fee**  
Late Fee- Dangerous Dog  
Late Fee- Nuisance Dog  
Online Transaction Fee Per Lic  
Shipping&Handling - State of Maine Dog Licensing  
Dog License - State of Maine Dog Licensing - Altered

Unit Price: 0 # of Units: 1 Animal ID: A0057087517 or  not for an animal

Reason: -- Select --

Tax 2 Code: -- Select -- Tax 2 Amount: 0 Sub Total: 0

Add

Closing #: Closed Date/Time

Receipt By: rsteciuk Reference:

After you add the late fee item, it will appear in the receipt items box. You will continue to the payment section as normal process for completing and submitting a receipt.

Receipt Items

Site: -- All -- Animal Type: -- Select -- Age Group: -- Select --

Item Type: -- All -- Category: -- All -- UPC Code: >>

IRN#: >>

Item Name\*  
-- Select --

Unit Price: 0 # of Units: 1 Animal ID: A0057087517 or  not for an animal

Discount %: 0 Discount Amount: 0 Discount Reason: -- Select --

Tax 1 Code: -- Select -- Tax 1 Amount: 0 Tax 2 Code: -- Select -- Tax 2 Amount: 0 Sub Total: 0

Add

Edit	Item Name	Animal ID	Unit Price	Units	Late Fee	Disc. %	Discount Amount	Discount Reason	Tax %	Tax Amount	SubTotal	<input type="checkbox"/> Select All
<input type="checkbox"/>	Late Fee	A0057087517	\$25.00	1		0	\$0.00		0	\$0.00	\$25.00	<input type="checkbox"/> Delete
<input type="checkbox"/>	Dog License - State of Maine Dog Licensing - Altered	A0057087517	\$6.00	1		0	\$0.00		0	\$0.00	\$6.00	<input type="checkbox"/> Delete

Payment Details