

Late Payment Interest & Demand Deadline Worksheet

Work out the interest owed and the pay-by date for your demand letter, by hand

Use this worksheet with the free late payment interest calculator at clearlegaltips.com/late-payment-interest-calculator/. Enter your figures, copy the results here, and keep the page with your invoice and contract. The numbers are estimates; your signed agreement and your state's law control whether interest is owed and how much.

LATE PAYMENT INTEREST WORKSHEET

1. The Account

Client or customer name: _____

Invoice number and date: _____

Original due date: _____

Balance still owed (the principal): _____

2. The Demand Deadline

Pick the date you're sending the demand and how long you'll give the client to pay, then count forward to a firm calendar date. There is no legal minimum waiting period; the window is your choice.

Date you are sending the demand: _____

Days you are giving them to pay: _____

Firm pay-by date (send date plus the days above): _____

3. The Interest

You can add interest only if a contract or invoice set a rate, or a state statute supplies one. If there is no rate, write 'none' and demand the principal only.

Annual interest rate from your contract or invoice (or 'none'): _____

Days late (from the original due date to today): _____

Interest = principal x rate x days late / 365: _____

Total to demand (principal + interest): _____

4. The Math, Once

Simple interest builds on the original balance only, never on interest already added. Fill each step down the table, then read the last two rows as the figures you demand.

Step	Your figure
Principal (balance owed)	
Annual rate	
Days late	
Interest (principal x rate x days / 365)	
Total to demand (principal + interest)	

Worked example: a \$10,000 balance at a 10 percent annual rate, unpaid for a full year, is \$1,000 in interest and \$11,000 to demand. Your real figures replace these.

INSTRUCTIONS FOR USE

This worksheet is general information, not legal advice. Whether you can charge interest, and at what rate, depends on your contract and your state's law, and both change over time. You generally cannot add interest that no contract or statute created. Verify your figures against the late payment interest calculator and the cited statutes at clearlegaltips.com/late-payment-interest-calculator/ before you rely on them.