

**Indigent Payment Plan: Terms and Conditions:**

1. Payment Plan application is available to the Registered Owner(s)/ Lessee(s) only.
2. Payment Plans are allowed for unpaid parking citations issued on or after July 1, 2018, with total amounts due of \$300.00 or less.
3. Payment Plan must be requested within 60 days of citation issuance or within 10 days of Administrative Hearing determination, whichever is later.
4. Upon approval, a non-refundable fee of \$5.00 will be assessed to the total Payment Plan amount.
5. Citations that are on DMV hold with a total amount due of \$300.00 or less can be rescinded for one-time only if the Registered Owner(s)/Lessee(s) enrolls in a Payment Plan. A \$5.00 late-fee will be assessed to the citation.
6. The first monthly payment will be due within 14 days of Payment Plan approval. Monthly payments thereafter will be due every 30 days until paid off. Monthly reminder notices are not provided.
7. Registered Owner(s)/Lessee(s) must make monthly payments of no more than \$25.00 per month.
8. Registered Owner(s)/Lessee(s) must provide a valid government issued I.D. at the time of enrollment.
9. Required documentation to prove indigent status must be received with application.
10. Notification of Payment Plan approval or denial will be provided.
11. If Payment Plan is approved, citation late penalties will be removed at time of enrollment.
12. One monthly payment failure beyond the due date will result in the Payment Plan cancellation.
13. A one-time extension of 45 calendar days to resume payments will be granted from the date the Payment Plan becomes delinquent.
14. Payment Plan reinstatement must be completed within the original 18 months of the original Plan start date.
15. Citation late penalties previously waived will be reinstated if the Registered Owner(s)/Lessee(s) falls out of compliance with the Payment Plan.
16. Returned payments for any reason, will result in the Payment Plan cancellation.
17. Citations issued to rental vehicles are not eligible to participate in this program.
18. Registered Owner(s)/Lessee(s) are not limited to the number of plans/year and can enroll in concurrent plans

**Indigent Payment Plan - \$5.00 Payment Plan Fee**

<b>AMOUNT OWED</b>	<b>TIMELINE FOR COMPLETION</b>	<b>MAXIMUM MONTHLY PAYMENT</b>
Up to \$300.00	Up to 18 months	\$25.00

I certify that I have read and understand the Indigent Payment Plan Terms and Conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_