



# PARKING VIOLATIONS PAYMENT PLAN REQUEST FORM

ALL INFORMATION MUST BE COMPLETE FOR THE APPLICATION TO BE CONSIDERED

You may bring your completed application to one of Finance's Business Centers

## SECTION I - APPLICANT INFORMATION

1. Applicant's Name: \_\_\_\_\_  
FIRST NAME LAST NAME

2. Social Security Number or Business ID Number (EIN) (If applicable): 

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 3. Date of Birth: \_\_\_\_\_  
MM-DD-YYYY

4. Home Address: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

5. Telephone Number: \_\_\_\_\_  
HOME PHONE CELLPHONE WORK PHONE

6. Employer's Name and Address: \_\_\_\_\_  
NAME ADDRESS

7. Employer's Telephone Number: \_\_\_\_\_ Ext: \_\_\_\_\_ Best Time to Call: \_\_\_\_\_

## SECTION II - INCOME VERIFICATION

### DOCUMENTATION

- Please complete and attach all the required documentation. Failure to provide required documentation will result in the denial of this request.

Towed:  YES  NO Plate #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Registration expiration date: \_\_\_\_\_

Income: \$ \_\_\_\_\_ Name of Bank: \_\_\_\_\_ Account #: \_\_\_\_\_

### WHAT IS REQUIRED

To apply for a payment plan, individuals, partners, or agents are required to submit the following documents:

- Valid government issued photo ID (Driver's License/Passport/NYS Benefit Card)
- Registration and Insurance (always required for all towed vehicles)
- Proof of Income for Individual
  - W-2 for last fiscal year, and two (2) pay stubs dated within the last 30 days or, if paid monthly, within the last 60 days.
  - If self-employed, 1099 and 1040 with Schedule C for last fiscal year.
  - If unemployed, retired or disabled, a NYS Unemployment, Public Assistance, Disability or Social Security Award Letter
  - If in the armed forces, military stipend within the last 60 days.
- Proof of Income for Corporate/Partnership
  - 1120/1120S income tax return for last fiscal year, or
  - 1040 with Schedule C or Schedule K for last fiscal year AND NYS Filing Receipt and Certificate of Incorporation or Business Certificate.
- Attach a copy a bank statement, bank book and/or bank card.

**SECTION III - PAYMENT PLAN ELIGIBILITY AND CRITERIA**

Registrant(s) must owe a minimum of \$350.00 in parking judgment debt to be eligible for a payment plan. Judgment debt consists of parking fines that have been unanswered and unpaid for more than 100 days and against which the Department of Finance has received a judgment from the civil court. **Parking judgment debt of \$10,000 or more requires a completed credit application.**

Hearings on outstanding judgments must be completed before applying for a payment plan. Otherwise, payment is considered an admission of guilt and your right to a hearing on the judgments that are part of the payment agreement are waived. Only summonses in judgment for less than one year are eligible for a hearing. Summonses in judgment over one year are not eligible for hearings.

Accrual of Penalties and Forfeiture of Reduction. Late penalties shall continue to accrue on unpaid non-judgment summonses. This agreement shall not extend the time within which to pay following a reduction granted at a hearing. Failure to pay any sums due following a reduction within the time provided will result in a forfeiture of that reduction. Therefore, in order to retain the benefit of hearing reductions, we recommend you pay these summonses independently of this payment plan.

Towed Vehicles require a down payment of one-half or 50% of the judgment amount. Marshal/Sheriff tow fees are not included in the payment plan. Marshal fees are paid directly to the Marshal at his/her office before the vehicle can be redeemed. Sheriff fees are paid at the Business Center along with the down payment at the signing of the payment agreement. If approved, the vehicle must be redeemed within 48 hours of signing the payment agreement, paying the down payment, and receiving the signed and sealed Business Release Worksheet. Vehicles not redeemed within 48 hours may be subject to auction.

Non-towed vehicles require a down payment of one-third or 33% of the judgment amount.

If you require a co-signer, the credit application and all requested information and supporting documentation will also be required for the co-signer.

The final determination to grant or deny the payment plan will be made at the end of your interview by a Customer Service Representative or Management and is in the sole discretion of the Department of Finance.

All prior payment plans, either current or defaulted, must be satisfied in full before entering into a new payment plan.

Please make sure that your license, registration and insurance remain in good standing as a suspension of any one or all of the above may terminate your payment plan.

**Only a registered owner or court-appointed agent (Power of Attorney – Administrator) may enter into a payment plan.**

**Registration Clearance.** All outstanding judgments must be paid in full.

**TLC Clearance.** All outstanding judgment and non-judgment summonses must be paid in full.

**FOR OFFICIAL USE ONLY**

Monthly Payment: \$ \_\_\_\_\_

First payment due by: \_\_\_\_/\_\_\_\_/\_\_\_\_ and on the \_\_\_\_ of the month thereafter.

Date Reviewed: \_\_\_\_/\_\_\_\_/\_\_\_\_  Approved  Denied

Reviewer's Signature: \_\_\_\_\_ Case #: \_\_\_\_\_

Print Name: \_\_\_\_\_

Plate Numbers: \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_ Down Payment: \$ \_\_\_\_\_ Balance Due Date: \_\_\_\_\_

Summons From: \_\_\_\_\_ To: \_\_\_\_\_ Receipt #: \_\_\_\_\_