All shaded areas of this 2 sided form must be completed. Incomplete forms may be rejected.

Include ALL case numbers that you want included in the payment plan: _____
_____
_____

PAYMENT PLAN AGREEMENT

PLEASE PRINT LEGIBLY:

Name		Date of Birth
Mailing Address	City, State	Zip
Driver's License/State		
Telephone No.	Alternate Telephone No	
Current Employer Name	Employer Telephone No.	

My monthly payment will be determined by adding the $30.00 payment plan fee to the balance, dividing the total by the number of months selected and rounding up to the next whole dollar.

You must select one option below: If no selection is indicated, you will be placed on the 24 month plan.

- ◯ 6 month payment plan
- ◯ 12 month payment plan
- ◯ 18 month payment plan
- ◯ 24 month payment plan

AGREEMENT:
I understand that Court fines/fees/penalties are due immediately when imposed. The Bend Municipal Court allows for full payment within thirty (30) calendar days. I cannot pay the full amount imposed now without substantial hardship to my dependent family or myself, therefore, I am requesting a payment plan at this time. I understand and agree to all of the following conditions of this payment plan:

1. **This is my only notice of payment due dates, the Court will not send reminders.**
2. The Court will impose a **Payment Plan Fee of $30.00** and your balance will be divided into **6, 12, 18 or 24 monthly payments as requested above**.
3. My monthly payment is due on the **25th** of each month and my first payment will be due the month following this agreement. Payment dates or plan length cannot be changed or extended. If my due date falls on a weekend or holiday, my payment is due by 4:00pm on the next judicial day.

Continued on reverse

4. My monthly payment must be **RECEIVED** by the Bend Municipal Court no later than the 25th of every month. Payments are applied to cases with the lowest balance first.

5. Payments may be made in any of the following manners:
   - Telephone – credit/debit cards (MasterCard, Visa or Discover)
   - Mail – check, money order
   - In Person – credit/debit, check, money order, cash
   - 24 hour secure drop box located at the entrance to Municipal Court – check or money order only

6. If I request a payment plan on any fines/fees/penalties on future violations or infractions, I must complete a separate payment agreement with an **additional Payment Plan Fee of $30.00**.

7. I will keep the Court informed of any change in my address and telephone number. All changes to my address and/or phone must be in writing.

8. This payment plan may be revoked without further notice to me if any of the following occur:
   - My payment is not received on or before the due date.
   - My form of payment is returned unpaid (example: NSF check);
   - I fail to complete any other conditions of my conviction or dismissal in the time allowed (example: Traffic Safety School, Young Driver Program)

9. If this payment plan is revoked, the following may occur **on ALL cases included in the payment plan without further notice:**
   - Any other conditions of conviction or dismissal will be revoked (example: Traffic Safety School, Young Driver Program).
   - If not previously convicted, a conviction will be entered for the violation/infraction on the citation or the infraction will be upheld.
   - The full amount of the presumptive fine/penalty for the violation/infraction will be imposed. Administrative fees and Payment plan fees will not be applied to any balance owing and are non-transferrable and non-refundable.
   - If the violation is traffic related, an order to suspend your driving privileges will be forwarded to the Oregon Department of Motor Vehicles, plus a $15.00 Suspension Fee will be imposed.
   - Your balance due will be forwarded to a collection agency immediately with additional collection fees of up to 25% of the total amount due**.** Note: If you are under age 18, your debt will be forwarded to the collection agency after your 18th birthday.

Signature Dated