



Okaloosa County Clerk of the Circuit Court & Comptroller Payment Plan Agreement Request Form

Full Name: _____

Citation Number(s): _____

Case Number(s): _____

<_CaseNum11_>

Address 1: _____

Mobile/Cell #: _____ Email: _____

I understand that by providing a mailing address, I acknowledge and verify that the mailing address is correct. I will keep my contact information updated with the clerk's office so that I may receive payment plan notifications. By signing and submitting this application, you consent to receive electronic notifications.

Financial Information

Monthly Household Income \$ _____ Monthly Household Expenses \$ _____

Monthly Amount I Can Afford to Pay on this Payment Plan \$ _____

I am requesting to establish a payment plan agreement for the above-listed citation(s) or case(s). A payment schedule will be created as referenced below and provided to me. I understand that the monthly payment will be due until paid in full.

I further understand that failure to comply with the payment plan will cause a default of the agreement, which may result in a notification being sent to the Department of Highway Safety and Motor Vehicles to suspend my driver's license and prohibit me from renewing my vehicle registration. Additionally, the case will be referred to a collection agency for further processing with an additional collection agency fee of up to 40% of the amount due. When the case is referred to a collection agency, this amount will be added to the balance. In addition, in certain cases, a civil lien fee may be added to the original fine.

Once approved, the clerk will email you online or hand deliver, if in person, the terms and instructions on paying your payment online. I understand the clerk charges a \$25 one-time payment plan fee per case (D6/late fees may be required in addition). I also understand that PayIt charges a fee per payment when making payments by credit card. This agreement will not be in effect until your first payment has been received and processed. Please contact our office at 850-651-7200, courtfinancialservices@okaloosaclerk.com if you have any questions.

Failure to keep the plan current may result in a suspended driver's license, the inability to renew a vehicle registration and additional fees added to the original fine

Signature: _____

Date: _____

THIS SECTION IS TO BE COMPLETED BY THE CLERK'S OFFICE

Total Amount Owed \$ _____

The first payment of _____ will be due on _____ The subsequent payments of _____ will start on and be due on the _____ day of the month until paid in full.

Acceptable forms of payment are money order, cashier's check, and credit card. No personal checks are accepted. Cash payments can be made in person only. Always include a case number when mailing payments to:

Okaloosa County Clerk of the Circuit Court

Attn: Customer Service
1940 Lewis Turner Blvd.
Fort Walton Beach, FL 32547
(850) 651-7200, ext. 4450

or

Attn: Customer Service
101 E James Lee Blvd
Crestview, FL 32536
(850) 689-5000, ext. 4450

The Clerk of the Circuit Court follows collection policies as specified in Florida Statute 28.246 and 322.245.

PAYMENT PLAN TERMS

- I understand that court-imposed financial obligations and civil penalties are penalties from my sentence or set by applicable law and I am required to pay for all fines, fees, and costs incurred from my case proceeding(s).
- I understand and agree to pay a one-time \$25 administrative fee to establish a payment plan – (*s. 28.24(27)(b) or s. 28.24(27)(c), F.S.*).
 - If I fail to complete my payment plan and the clerk creates a new payment plan for me, I understand the clerk will assess an additional \$25 administrative fee each time a new payment agreement is established.
 - I further understand that **PayIt** charges a 5% fee based on payment amount per payment when making payments by credit card.
- I understand that it is my responsibility to make timely payments pursuant to the plan, regardless of e-notification reminders.
 - Payment is due no later than 11:59 p.m. CST on the date given.
- I will timely update my address, cell phone number, email address and any other contact information with the Clerk's Office so that I may receive notifications.
 - Failing to update my contact information may prevent me from receiving payment plan notifications.
- I will notify the Clerk's office immediately with a request to modify my original payment plan if my financial situation changes.

FAILURE TO COMPLY

- Willfully failing to pay as agreed may result in the Florida Highway Safety and Motor Vehicles (FLHSMV) issuing an order suspending my driver license and my privilege to drive 20 days after the date the order of suspension is mailed (*ss. 318.15 or 322.245, F.S.*).
 - FLHSMV will send notification of suspension to the address they have on file.
- If I fail to establish a new payment plan, my license will remain suspended. If my case(s) remains unpaid after 90 days, my case(s) will be referred to a collection agency (*s. 28.246(6), F.S.*).
 - The collection agency may add a **30%** percent fee to my outstanding balance, and I may need to pay the new balance through the collection agency.
- A failure to pay timely, which results in any criminal fine assessed by the court not being paid by the date established by the court, may result in the arrest of the defendant for failure to pay the fine.
- Criminal cases may be subject to a non-refundable lien fee of \$22.00

****YOU CAN MAKE YOUR SCHEDULED PAYMENT THROUGH NCOURT AT: PAY.OKALOOSA.COM
OR BY CALLING 850-706-7766 ****