

**MADISON COUNTY**  
**Clerk of the Circuit Court and Comptroller**  
**Payment Plan Agreement Request Form**

Full Name: \_\_\_\_\_

Citation Number(s) \_\_\_\_\_

Case Number(s) \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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  
\$ \_\_\_\_\_

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 or mail you the terms and instructions on paying your payment. I understand the clerk charges a \$5 per month or \$25 one-time payment plan fee. I also understand that CiviTek charges a fee of 3.5% per payment when making payments by credit card. This agreement will not be in effect until your first payment or down payment has been received and processed. Please contact our office at 850-973-1500 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.**

**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.

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