

# PAYMENT PLAN APPLICATION

## INSTRUCTIONS AND INFORMATION

1. You **personally must have income** (other than child support or state aid for families) to qualify for a payment plan.
2. Complete the following pages:
  - Financial Affidavit
  - Questionnaire regarding driver's license and your right to register an automobile
  - Voluntary Wage Assignment
3. If your driver's license is suspended, we will check with the Driver's License Bureau to see what is holding your license and if you owe any civil penalties that we may wrap into the payment plan.
4. The County Attorney' Office will prepare the Payment Plan and mail a letter to your home when your plan is ready to be signed. You will need to bring the following to the Pottawattamie County Attorney's Office:
  - First Month's Payment - **MUST BE BY CHECK OR MONEY ORDER**
  - Proof of automobile insurance if applying for license reinstatement

**If you want a driver's license, you are required to have and keep car insurance while on the payment plan. If you do not own a car, you must have non-owner's insurance.**

5. If you're making direct payments, pay in cash at the Clerk of Court, or mail a **check or money order** to:

**County Attorney's Office  
P. O. Box 0127  
Council Bluffs, IA 51502-0127**

**MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO: CLERK OF COURT  
(Print your name on the check or money order.)**

Pay online <https://www.iowacourts.state.ia.us/ESAWebApp/EPayment/EPaymentSearchFrame>

6. If you have a job, you must sign the Voluntary Wage Assignment. You are responsible for paying the fines! If deductions are not coming out of your paycheck within two pay periods after you set up your wage assignment, or if your deduction stops for any reason, you must contact your payroll office to see why. You must also notify the County Attorney's office by calling Rhonda at 712-328-5649 or emailing [rhonda.blair@pottcounty-ia.gov](mailto:rhonda.blair@pottcounty-ia.gov).
7. About fourteen days after you sign the plan(s), you should be able to get your license.

The County Attorney's office does NOT accept cash. You are REQUIRED to tell the Clerk that you are making a payment on a County Attorney Payment Plan to make certain the payment will be credited toward your plan.

If you have any questions, call the County Attorney's Office at 712-328-5649. Please note the more calls we have to deal with the longer it takes to get the plans out.

**RETURN FORM VIA EMAIL TO:**  
[paymentplan@pottcounty-ia.gov](mailto:paymentplan@pottcounty-ia.gov)

# POTTAWATTAMIE COUNTY ATTORNEY'S OFFICE

## PAYMENT PLAN ASSISTANCE & LICENSE REINSTATEMENT

### FINANCIAL AFFIDAVIT

Name (Print Clearly): \_\_\_\_\_ SSN# \_\_\_\_\_

Address: \_\_\_\_\_  
                                Street  City  State  Zip

Phone: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
                  Home  Work  Cell

Email Address: \_\_\_\_\_

Do you have a job? Yes \_\_\_  No \_\_\_\_\_  How many hours per week do you work? \_\_\_\_\_

What is your job title/job duties? \_\_\_\_\_

Employers Name(Who pays your wages): \_\_\_\_\_

Employer Address: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
                                Street                                City                                State                                Zip                                Phone

How long have you worked at present job? \_\_\_\_\_ How much do you earn monthly (Gross)? \_\_\_\_\_

List any other source(s) of income: \_\_\_\_\_ Amount: \_\_\_\_\_

Does anyone help pay monthly expenses? Yes \_\_\_\_\_ No \_\_\_\_\_  If so, who? \_\_\_\_\_

Number of Dependents: \_\_\_\_\_ Do you pay child support? \_\_\_\_\_ How much? \_\_\_\_\_

Do you rent or own property? Rent \_\_\_\_\_  Own \_\_\_\_\_  What is your monthly payment? \_\_\_\_\_

Do you have bank accounts? Yes \_\_\_  No \_\_\_  Name of bank: \_\_\_\_\_

Do you have a vehicle? (Make/Model/YR) \_\_\_\_\_

Total Amount of monthly expenses: \_\_\_\_\_

Do you have any pending criminal charges/traffic tickets? Yes \_\_\_  No \_\_\_  Total fines owed: \_\_\_\_\_

Probation Officer is(supervised or un supervised): \_\_\_\_\_

Have you been on a payment in the past? Yes \_\_\_ No \_\_\_

I SWEAR UNDER PENALTY OF PERJURY THAT THE INFORMATION ON THIS FINANCIAL AFFIDAVIT IS TRUE AND CORRECT.

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

DOB: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

# QUESTIONNAIRE:

\_\_\_\_\_ I am applying to have my driver's license back.

NOTE: **This will require you to have automobile insurance and keep it throughout the term of your payment agreement.** Dropping your insurance will be a reason for having your license re-suspended. If you don't have a vehicle, you must have a non-owner's policy (contact a local insurance agent for details).

\_\_\_\_\_ I am applying to be able to license a motor vehicle.

\_\_\_\_\_ I am applying to meet the requirement for release from probation.

# PAYMENT PLAN OPTIONS

## SELECT ONE OF THE FOLLOWING PAYMENT OPTIONS:

1. **ASSIGNMENT OF WAGES:** at \$ \_\_\_\_\_ per month

**(MINIMUM MONTHLY PAYMENT is \$120.00).** Please review your pay stubs. If you do not see deductions coming out of your paycheck within two pay periods after you set up your wage assignment, or if your deduction stops for any reason, you must contact your payroll office to see why.

You must also notify the County Attorney's office by calling Rhonda at 328-5649 or emailing [rhonda.blair@pottcounty-ia.gov](mailto:rhonda.blair@pottcounty-ia.gov)

2. **DIRECT PAYMENT** at \$ \_\_\_\_\_ per month

**(MINIMUM MONTHLY PAYMENT is \$120.00) Applies only if you are self-employed- You will be required to provide your last year tax returns and 1099's. Unemployed or Worker's Compensation you will be required to provide proof of this):**

Payments are due by the last day of the month and payable to the Clerk of Court. You can pay in the following ways:

1. Cash only in person;
2. Money Order;
3. Card; or
4. Check
5. Online at <https://www.iowacourts.state.ia.us/ESAWebApp/EPayment/EPaymentSearchFrame>

3. **DIRECT PAYMENT** at \$ \_\_\_\_\_ per month

**(MINIMUM MONTHLY PAYMENT is \$60.00) Applies only if you are disabled or retired. You will be required to provide proof of this**

Payments are due by the last day of the month and payable to the Clerk of Court. You can pay in the following ways:

1. Cash only in person;
2. Money Order;
3. Card; or
4. Check
5. Online at <https://www.iowacourts.state.ia.us/ESAWebApp/EPayment/EPaymentSearchFrame>

**However, your first payment must be made at the Pottawattamie County Attorney's Office with a money order or check.**

Any changes in employment or problems paying you should contact Rhonda Richardson Blair at 712-328-5649 or [Rhonda.blair@pottcounty-ia.gov](mailto:Rhonda.blair@pottcounty-ia.gov)

# VOLUNTARY WAGE ASSIGNMENT

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

Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_

## EMPLOYMENT INFORMATION

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_

## WAGE INFORMATION

I am assigning wages at the rate of \$\_\_\_\_\_ per month to the Clerk of Court. My employer may deduct equal amounts from each paycheck I receive in a month, as long as the total deducted per month equals the above stated amount.

***The minimum deduction for wage assignments is \$120.00 monthly. Any other arrangements must be approved by the County Attorney's office. NO wage assignment will be written for less than One Hundred Twenty Dollars (\$120) monthly.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date