

# PAYMENT PLAN APPLICATION

## INSTRUCTIONS AND INFORMATION

1. You **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-**This needs signed in front of a Notary** (available at County Attorney's office or any Bank)
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 can wrap into the payment plan.
4. The County Attorney's 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.)**

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.com](mailto:rhonda.blair@pottcounty.com)
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.

**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

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

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

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

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) \_\_\_\_\_

List any assets, i.e. cash, real estate, other: \_\_\_\_\_

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

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

My Probation Officer is: \_\_\_\_\_

**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.** 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.      **PAY IN FULL:** Make check or money order to “**Clerk of Court**” for the total amount owed (contact Clerk of Court to obtain this information) and return payment to the Pottawattamie County Attorney’s office at the address below. You may also pay online. More information is available at <http://www.iowacourts.gov>.

2.      **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.com](mailto:rhonda.blair@pottcounty.com)

3.      **DIRECT PAYMENT** (***only if you are self-employed, unemployed, or retired***): at **\$120.00** per month. Payments are due by the last day of the month and must be by check or money order, made payable to the Clerk of Court and sent to:

**Pottawattamie County Attorney’s Office  
P.O. Box 0127  
Council Bluffs, Iowa 51502-0127**

Or paid directly to the Clerk of Court on the third floor of the Courthouse; however, your first payment must be made at the Pottawattamie County Attorney’s Office.

**If you will not be able to make the minimum payment and are requesting a lower monthly payment, please explain why. Your application will be reviewed by an assistant county attorney before your request for lower payments can be accepted.**

**I cannot make the minimum monthly payment because** \_\_\_\_\_

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**I am requesting a minimum monthly payment of \$**\_\_\_\_\_.

**YOUR FIRST PAYMENT ON A PLAN MUST BE BY CHECK OR MONEY ORDER**

**VOLUNTARY WAGE ASSIGNMENT**  
**MUST BE SIGNED IN FRONT OF A NOTARY**

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

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC