



MONONA COUNTY ATTORNEY PAYMENT PLAN APPLICATION

INSTRUCTIONS AND INFORMATION

1. Complete the following pages and return to Monona County Attorney's Office, 610 Iowa Avenue, Onawa, Iowa 51040:
 - Questionnaire on type of Payment Plan & Payment Plan Options
 - Financial Affidavit
 - Voluntary Wage Assignment – This needs to be signed in front of a Notary
2. You must have some source of income (other than child support) to qualify for a payment plan.
3. If your driver's license is suspended, we will check with the DOT to see what is holding your license and if you owe any civil penalties that we may wrap into a plan (Must have Project Administrator's approval first). Usually you will need to make a down payment to the Department of Transportation.
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 or mail back to the Monona County Attorney's Office.
 - Signed Payment Plan Agreement
 - First Payment – Must be a Money Order and made out to Clerk of Court
 - Proof of paid automobile insurance (if applying for license reinstatement)
NOTE – You are required to have and maintain automobile insurance while you are on this payment plan; no exceptions.
5. If you have a job, it is highly recommended that you sign the Voluntary Wage Assignment **unless** other acceptable payment arrangements are made with the Monona County Attorney's Office. 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 contact the County Attorney's office by calling 712-423-1728.
6. About fourteen days after you sign the plan(s) and it is approved, you should be able to get your driver's license. Upon approval, you would be eligible to renew your vehicle registration.

The County Attorney's Office does NOT accept payments. You are REQUIRED to pay at the Clerk of Court and to notify the Clerk that you are making a payment on a County Attorney Payment Plan to make certain the payment is credited toward your plan. It is your responsibility to let the Clerk know which cases you are paying on.

If you have any questions call the County Attorney's Office at 712-423-1728 and ask for Jodi.

QUESTIONNAIRE:

Please check ALL that apply (at least one must be checked)

_____ I am applying to have my driver's license reinstatement program.

_____ I am applying to be able to register a motor vehicle.

_____ I am applying for a payment plan to get my fines paid off.

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

PAYMENT PLAN OPTIONS

SELECT ONE OF THE FOLLOWING PAYMENT OPTIONS:

If currently employed – wage assignment: (highly recommended)

_____ **Wage Assignment by my Employer** (deduction from paychecks): Please fill out and return the wage assignment found in this packet. Please review your pay stubs. If you do not see the deductions coming out of your paycheck within two (2) 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 712-423-1728.

If you want monthly payments yourself:

_____ **I will make monthly payments to the Clerk of court.** Payments (which will be figured by the payment plan) are due by not later than the date set up in your payment plan and must be made by check or money order and made payable to the Clerk of Court and sent to:

**Monona County Clerk of Court
610 Iowa Ave
Onawa IA 51040**

You may also pay in full online. More information is available at <http://www.iowacourts.gov>

**MONONA COUNTY ATTORNEY'S OFFICE
FINANCIAL AFFIDAVIT**

ALL information MUST be filled out – there can be no blanks

Name (Print Clearly): _____ SS#: _____

Address: _____
Street Apt # City State Zip

Phone: _____
Home Work Cell

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

Employer 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 have bank accounts? Yes No Name of Financial Institution(s): _____

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

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

Total amount of monthly expenses: _____

What is the name of your vehicle insurance provider and policy number: _____

Do you have any pending criminal charges? Yes No If yes, where and what t

**I CERTIFY UNDER PENALTY OF PURJURY THAT THE STATEMENTS I MAKE ON THIS FINANCIAL AFFIDAVIT
ARE TRUE AND CORRECT.**

Date: _____ Signature: _____

DOB: _____ Drivers License (ID) Number: _____

VOLUNTARY WAGE ASSIGNMENT
Must be signed in front of a notary

Name: _____

Address: _____

City State Zip

Phone: (____) _____

EMPLOYMENT INFORMATION

Employer: _____

Address: _____

City State Zip

Phone: (____) _____

WAGE INFORMATION

I am assigning wages at the rate of \$_____ per month to the Monona County Clerk of Court. My employer may deduct equal amounts from each paycheck I receive in a month, as long as the total deduction per month equals the above stated amount. (Minimum payment is \$50.00 a month.)

Signature

Date

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

Notary Public

AGREEMENT OF EMPLOYER TO ACCEPT AND PAY: The employer listed above hereby agrees to accept and pay the above assignment or order according to its terms.

Authorized signature of employer

Job Title

Print Name: _____

Date: _____