



**\$25 enrollment fee due at time of sign up**  
**Payments due no later than the 15<sup>th</sup> of each month**

**PART ONE – To be completed by the participant.**

First & Last Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Driver License State & Number: \_\_\_\_\_

Vehicle License Plate State & Number: \_\_\_\_\_

**PART TWO – To be completed by SFMTA staff.**

Citation(s) Enrolled: \_\_\_\_\_

Total Citation Amount Enrolled: \$ \_\_\_\_\_ Final Payment Due: \_\_\_\_\_

Total Enrollment Fee Due: \$ \_\_\_\_\_ Plan Number: \_\_\_\_\_

Clerk Initials: \_\_\_\_\_

**PART THREE – Participant certification to be signed in front of SFMTA staff.**

I have read and understood the terms and conditions of the Community Service Program on the back of this contract.

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

**Schedule for completion (minimum amount)**

AMOUNT OWED	TIMELINE FOR COMPLETION	MINIMUM MONTHLY PAYMENT
\$50-\$500	12 weeks	\$25
\$501+	16 weeks	\$50



- Participant must present a valid government issued I.D. at the time of enrollment.
- Customers must make minimum monthly payments based on total amount enrolled in the plan. Failure to do so will result in plan cancellation.
- Citations are not eligible for enrollment if the cited vehicle is currently booted, towed, or previously paid with a disputed credit card charge.
- Citations enrolled in this program are not eligible for an Administrative Review or Hearing.
- DMV registration hold will not be removed until the Payment Plan has been completed.
- Participants must complete all outstanding contracts prior to enrolling in another contract.
- Only the Registered Owner may enroll in the Payment Plan.
- Failure to complete the payment plan by the completion date may result in penalties being added to past due citations and may be reported to the DMV or the Franchise Tax Board tax refund/ intercept program.
- Rental vehicles are not eligible to participate in this program.
- No citation re-enrollment, contract extensions, or revisions will be granted.
- Non-refundable administrative fee due to the SFMTA upon enrollment.
- The payment plan is an attempt to collect debt. Any information obtained may be used for that purpose.

**HOW TO ENROLL**

1. Online at [www.sfmta.com/payment plan](http://www.sfmta.com/payment plan)
2. Mail a completed application or sign up in person at 11 South Van Ness Avenue.

**SUBMITTING PAYMENTS:**

**Online:** [www.sfmta.com/paycitation](http://www.sfmta.com/paycitation).

**In Person:** Visit the SFMTA Customer Service Center Monday-Friday between 8:00 a.m. and 5:00 p.m. at 11 South Van Ness Avenue. Visa, MasterCard, cash, and personal checks accepted.

**Mail:** Send check or money order payable to "SFMTA" 11 South Van Ness Avenue, San Francisco, CA 94103. Reference the Payment Plan number and license plate on the check/money order.

I have read and agree to these terms and conditions

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

SFMTA For more information visit [www.sfmta.com/paymentplan](http://www.sfmta.com/paymentplan)