



**\$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: \$ \_\_\_\_\_ Clerk Initials: \_\_\_\_\_

Entity ID: \_\_\_\_\_

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

I. I have read and understood the terms and conditions of the Payment Plan 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

The monthly minimum is a suggested payment amount. The total amount due must be paid BY the DUE DATE.



- 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.
- Only the Registered Owner may enroll in the Payment Plan. No rental cars.
- The monthly minimum is a suggested payment amount. The total amount due must be paid BY the DUE DATE.
- Citations cannot be added to existing plans. A new plan will be created with a new monthly minimum due.
- DMV Registration Hold will be lifted within 5 business days of completing your Standard Payment Plan.
- No re-registrations of citations, contract extensions or revisions will be granted.
- Non-refundable administrative fee due to SFMTA at time of enrollment.
- The payment plan is an attempt to collect the debt. Any information obtained can be used for this purpose.

**HOW TO ENROLL**

1. Online at [www.sfmta.com/payment](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:** <http://www.sftreasurer.org/sfmtapayplan>. You will need your Payment Plan ID, citation number or Entity ID for these services.

**In Person:** The Office of the Treasurer & Tax Collector is open Monday through Friday (except legal holidays) from 8:00 a.m. to 5:00 p.m. with the last walk-in customer accepted at 4:00 p.m. Office of the Treasurer & Tax Collector, City Hall - Room 140, 1 Dr. Carlton B. Goodlett Place. San Francisco, CA 94102

**Mail:** Send check or money order payable to: San Francisco Tax Collector, P.O. Box 7027, San Francisco, CA 94120-7027. To avoid delays in processing your payment, please include your Payment Plan, citation number or BDR Record number on the check.-

I have read and agree to these terms and conditions

Date \_\_\_\_\_

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

Signature \_\_\_\_\_

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