

## PAYMENT PLAN PROGRAM AGREEMENT

Please read the following statements carefully:

1. I am at least 18 years of age.
2. My driving and registration privileges have been suspended pursuant to *Va. Code* §§ 46.2-706, 46.2-707, or 46.2-708; and I have no other outstanding suspensions, revocations, or conditions preventing the reinstatement of my driving and registration privileges.
3. I understand that to enter or reenter the payment plan agreement I must pay a non-refundable \$25 administrative fee.
4. I also understand that to enter the plan I must pay the applicable reinstatement fee pursuant to *Va. Code* §§ 46.2-333.1 and 46.2-411. I further understand that in addition to the reinstatement fee if I have two or more suspension orders in effect I must pay the \$5 multiple order fee for each additional suspension order.
5. I understand that the acceptable methods of payment under this agreement are cash, personal or cashier's check, credit or debit card, and money order. I further understand that DMV does not offer automatic debit transactions and will not transfer funds electronically.
6. I understand that payments may be made in person, online, by phone, or by mail. I understand that credit or debit card payments cannot be made by mail and that I must allow enough time for a payment to arrive by the due date.
7. I recognize that I owe a noncompliance fee for every order of suspension issued and reinstated pursuant to *Va. Code* §§ 46.2-706, 46.2-707, and 46.2-708; and the total balance is due by the end of the payment period, which begins on the effective date of this payment plan agreement.
8. I agree to pay the full fee in accordance with the terms of the agreement outlined below.
9. I understand that if I do not pay the full fee before the payment plan period expires my driving and registration privileges will be suspended.
10. I understand that I will not be penalized for paying off the balance of the noncompliance fee penalty before the payment period expires.

11. I understand that a late or missed installment payment according to the terms of the agreement below results in default.
12. I understand that if I default on this agreement my driving and vehicle registration privileges will be suspended and a default letter will be sent by prepaid first class mail to the address on my DMV record.
13. I also understand that if I default on this agreement my driving and registration privileges will remain suspended until I comply fully with the default letter.
14. I understand that if I default on this agreement any co-owner who is eligible may enter into a separate payment plan agreement to satisfy the remaining financial requirements of the order(s) of suspension.
15. If I default on this agreement, I understand that the driving and vehicle registration privileges of any co-owner will also be suspended if that co-owner does not currently have a separate payment plan agreement.
16. I understand that, pursuant to *Va. Code* § 46.2-208(B)(4), any co-owner of the vehicle(s) referenced in this agreement may request—and DMV must provide—information about and a complete explanation of the payment plan as it relates to the co-owned vehicle(s).
17. In the case where multiple owners have entered into separate payment plan agreements for the same order(s) of suspension, I understand that if I default on my individual payment plan agreement my driving and vehicle registration privileges will remain suspended until all requirements of the order(s) of suspension are fully satisfied.
18. If I am eligible and I request a hearing after entering a payment plan agreement, I understand that I will still be required to satisfy the terms of the agreement or I will be in default.
19. I understand that if I default on this agreement I will be allowed one additional opportunity to reenter the payment plan but if I default after I reenter the payment plan agreement, I will not be eligible for future participation in any payment plan under *Va. Code* § 46.2-707.1.
20. I understand that, pursuant to Article 15 (§ 46.2-435 et seq.) of Chapter 3 and § 46.2-709 of the *Code of Virginia*, I must furnish proof of financial responsibility for three years from the date my suspension(s) became effective even if I pay off the balance of the noncompliance fee penalty before the payment period expires.

21. I understand that I must make a minimum payment of \$25 every month per vehicle by the due date during the payment plan period. I also understand that I may make additional payments toward the balance of the noncompliance fee penalty at any time.
22. I understand that I will not receive a bill from DMV and am responsible for the full amount of the noncompliance fee penalty that is the subject of this payment plan agreement. I may, however, inquire about the balance by accessing my account on the DMV website, [www.dmvnow.com](http://www.dmvnow.com), or by contacting DMV at (804) 497-7100.
23. I understand that entering into the payment plan does not automatically grant me the privilege to drive. After entering the plan, I must still apply for my driving privileges license. In order to obtain my driving privileges, I understand that I have to meet all other noncompliance requirements, which may include providing proof of legal presence pursuant to *Va. Code § 46.2-328.1*.
24. I understand the requirements for entering and remaining in this payment plan agreement. I also understand the consequences if I default on the terms of the agreement outlined below.

#### **TERMS OF THE AGREEMENT**

My name is \_\_\_\_\_; and I reside at \_\_\_\_\_.

My DMV customer number is \_\_\_\_\_.

I owe a total of \$\_\_\_\_\_ for the following \_\_\_\_\_ order(s) of suspension:

INSERT CHART

The balance is due by \_\_\_\_\_, which is the end of the payment period.

I agree to pay \$\_\_\_\_\_ on the \_\_\_\_\_ of each month, beginning \_\_\_\_\_, until I pay the total of \$\_\_\_\_\_ due and owing for the \_\_\_\_\_ order(s) of suspension.

I also agree to maintain proof of my financial responsibility for the required period.

#### **CERTIFICATION**

Place an "X" in each box to indicate that you have read and understand each of the following.

I certify that I have read and understand the requirements for entering and remaining a part of the noncompliance fee payment plan authorized by *Va. Code § 46.2-707.1*.

I certify and affirm that all information presented in this form is true and correct, that any documents and methods of payment I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

I certify that I am the person named above and acknowledge that I have signed this agreement. I certify that all information provided above is true and correct. I understand that willful misinformation with fraudulent intent may be punishable as provided by law.

APPLICANT or POWER OF ATTORNEY (documentation required)

DATE (mm/dd/yyyy)

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**NOTE:** DMV does not offer automatic debit transactions for the payment plan. DMV will not electronically transfer funds from your bank account for payment plan payments.



Richard D. Holcomb  
Commissioner, Virginia Department of Motor Vehicles