

PLAN OF PAYMENT

Defendant's Name: _____

Criminal Case Nos: _____

Please mark the option below that you will be using to bring case(s) current:

WAGE ASSIGNMENT. Complete Request for Wage Assignment form included in this packet and return it with this document to the Sioux County Attorney's Office in the envelope provided. The wage assignment will be prepared by the County Attorney's Office and returned to you for signature. You **MUST** include a minimum payment of \$50 with the Request for Wage Assignment and Plan of Payment forms and wage assignment must be a minimum of \$100 per month from your paychecks. **If you are unemployed, a wage assignment is not possible.**

I AM NOT CURRENTLY EMPLOYED. Payments of no less than \$50 per month will be accepted until employed. You must return your first payment to the Clerk of Court, 210 Central Ave SW, Orange City, IA 51041, no later than 15 days from the date of this letter, and payments will need to continue on or before the 30th day of each month thereafter. Payments can be cash (paid in person to Clerk of Court, 210 Central Avenue SW, Orange City), money order, personal check, or online at www.iowacourts.gov with a credit card. **File numbers must be included on all payments to ensure proper credit.**

I AM CURRENTLY EMPLOYED but prefer not to enter into a Wage Assignment with my employer. I agree to pay \$_____ per month (minimum of \$50 per month required unless prior arrangements have been made with the Sioux County Attorney's Office). I agree to send my first payment by the ____ day of _____, 2016, and will continue to make monthly payments until my financial obligations are paid in full. **Payments should be made out to the Sioux County Clerk of Court** and can be cash (paid in person to Clerk of Court, 210 Central Avenue SW, Orange City), money order, personal check, or online at www.iowacourts.gov with a credit card. **File numbers must be included on all payments to ensure proper credit.**

PAY IN FULL. Make check or money order payable to "Clerk of Court" for the full amount indicated above and return payment to the Clerk of Court, 210 Central Ave SW, Orange City, IA 51041. You may also pay this amount in full with a credit card by going to www.iowacourtsonline.org.

CREDIT/DEBIT CARD AUTHORIZATION. I would like my credit/debit card automatically debited each week/month. Complete the Credit Card Authorization Form included in this packet and return it with this document to the Sioux County Attorney's Office in the envelope provided.

(OVER)

**** It will be your responsibility to notify our office immediately of any change in employment or address. You must also notify the Clerk of Court, *IN WRITING*, of any address change. ****

Defendant's Signature Date
Current address:

Sioux County Attorney

Street

City/State/Zip

Phone

State of Iowa procedures to intercept any State Income Tax Refund due the defendant based upon unpaid financial court-ordered obligations are not affected by this payment plan.
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REQUEST FOR WAGE ASSIGNMENT

First Name _____ MI _____
Last Name _____
Previous Names (if any) _____
Social Security Number _____ Date of Birth _____
Physical Address _____
List mailing address also if different than physical address
Street Address _____
City, State Zip _____
Home Phone _____ Cell Phone _____
Probation/Parole Officer (if any) _____

EMPLOYER INFORMATION

Employer _____
Street Address _____
City, State Zip _____
Phone _____
Number of hours worked per week _____ How often paid? _____ Hourly wage \$ _____

Standard deduction is \$25 bi-weekly or \$50 monthly and will not be filed for less without prior approval.

I am assigning wages at the rate of \$ _____ per pay period (check one) weekly bi-weekly semi-monthly monthly.

NO WAGE ASSIGNMENT IS TO BE CONSIDERED A CHANGE OF A PREVIOUS COURT ORDER. NO WAGE ASSIGNMENT WILL BE WRITTEN ON A BALANCE LESS THAN \$100. REDUCED PAYMENT REQUESTS (MINIMUM PAYMENT OF \$50 TOTAL MONTHLY) WILL ONLY BE GIVEN TO THOSE INDIVIDUALS WHO PROVIDE PROOF OF INCOME AND REQUIRED BILLS/SUPPORT ORDERS IN THEIR NAME.

SIGNATURE _____ **DATE** _____

NOTE: You need to contact the Sioux County Attorney's Office at 712-737-2457 when:

- You change jobs, addresses, or don't see money coming out of your check(s)
- You receive a letter in the mail in regards to your tickets/fine from Sioux County (please have letter in hand when you call. We will need information from the letter in order to help you.

Please be aware that even with a wage assignment, it is your responsibility to see that your court obligations are paid. Watch your paystubs. If deductions are not coming out of your paycheck within two pay periods after setting up a wage assignment, or the deductions stop, you must contact your payroll office to see why; then notify our office. If your wage assignment does not pay, you will become delinquent and will be subject to further action, such as suspension of driving or registration privileges, contempt hearing, garnishment, and/or levy of personal property.