



**\$5 enrollment fee due at time of sign up**

- No limit to the number of contracts or fine amounts.
- Citation late penalties and DMV hold are removed at time of enrollment.
- Late penalties and DMV hold are reinstated if monthly payments are not made on time or the plan is not completed by the due date.
- One Payment Plan Per License Plate. For multiple vehicles you must fill out two forms
- **Installments 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(ONE PLATE PER PLAN): \_\_\_\_\_

**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 have read and understood the terms and conditions of the Payment Plan on the back of this contract.

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

**Schedule for Completion**

AMOUNT OWED	TIMELINE FOR COMPLETION	MINIMUM MONTHLY PAYMENT
Up to \$500	Up to 24 months	\$25
\$501 and above	Up to 24 months	\$50

All low income payment plans must be completed within 24 months. The monthly minimum is a suggested payment amount. The total amount due must be paid BY the DUE DATE.

It can take up to 5 days for your Payment Plan to load into the Payment system. Please allow up to 1 week before making your first payment.

**SFMTA**

# Low Income Payment Plan

- Participant must present a valid government issued I.D. at the time of enrollment.
- One Payment Plan per license plate. Enrolling multiple license plates will result in multiple payments plans with a minimum monthly amount due for each plan.
- Customers must make minimum monthly payments based on total amount enrolled in the plan. Failure to do so will result in plan cancellation.
- A new plan must be created when enrolling additional citations. Minimum payments and fees apply to each plan.
- Each plan is subject to minimum payments and enrollment fees.
- Only the Registered Owner may enroll in the Payment Plan.
- To prove low income status customers must provide Medi-Cal, EBT, or Lifeline card at time of sign-up.
- Failure to complete the payment plan by the completion date or missing monthly payments 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.
- No contract extensions or revisions will be granted.
- Citations cannot be added to existing plans. A new plan will be created with a new monthly minimum due.
- No contract extensions or revisions will be granted.
- If you've already received a notice of FTB intercept your funds may still be intercepted.
- Non-refundable administrative fee due.
- The payment plan is an attempt to collect debt. Any information obtained may be used for that purpose.
- The monthly minimum is a suggested payment amount. The total amount due must be paid BY the DUE DATE.
- The review for any citation in Administrative Review or the Hearings stage will be cancelled at time of enrollment.

## 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:

It will take 3 days for your plan to be visible in the payment database.

**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 plate.

Customers with a gross annual income (before taxes) at or below 200% of the Federal Poverty level (income levels below) are eligible for the Low Income Payment Plan. Visit [www.SFMTA.com/LowIncome](http://www.SFMTA.com/LowIncome) for more information on income levels.

Proof:  HSA DB  Medi-Cal  EBT  EDD  Lifeline  WIC  HSH Letter

Updated 3.17.2023

SFMTA.com

**311 Free language assistance** / 免費語言協助 / Ayuda gratis con el idioma / Бесплатная помощь переводчиков / Trợ giúp Thông dịch Miễn Phí / Assistance linguistique gratuite / 無料の言語支援 / Libreng tulong para sa wikang Filipino / 무료 언어 지원 / การช่วยเหลือทางด้านภาษาโดยไม่เสียค่าใช้จ่าย / خط المساعدة المجاني على الرقم