



ENFORCEMENT & COLLECTIONS
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REVENUE DIVISION
CITY HALL
915 I STREET, ROOM 1201
SACRAMENTO, CA
95814

“Installment Payment Plans” are considered on a case by case basis. Payment plan length is determined by examination of the applicant’s monthly household income, monthly household general living expenses, and individual circumstances determined at the time of the evaluation interview.

In response to a request for installment payments, enclosed is the initial FINANCIAL EVALUATION APPLICATION form. Please complete **both** sides of the application. Please be sure to read and complete all three (3) signature sections, AND the bottom portion of this letter.

- **Documentation of income (*) is required at time of application. Please attach copies of said documentation indicating the source and amount of monthly income and return all documentation to our office. A return envelope is provided for your convenience.**
(Documentation indicating source of income could be: a copy of a recent paycheck stub, or social security payment, a copy of a form listing your AFDC, GA, or SSI benefits, etc.)*
- For significantly extended payment plans, documentation of expenses (copies of monthly bills) may be required after financial evaluation application has been reviewed by staff.
- Upon receipt of the completed application and documentation, the financial circumstances will be evaluated and staff will contact you to finalize the arrangements.
- **To finalize any payment plan, there must have been a City Invoice issued for services rendered.**
- **It is important that you list a telephone number where you can be reached between 8:00 A.M. and 4:30 P.M., Monday through Friday.**

NAME: _____ Invoice/Account/Case No.: _____

Other Pertinent Info: _____

I am requesting monthly payments in the amount of: _____

Signature: _____ **DATE:** _____

DAYTIME Telephone No. _____