

**Indigent Payment Plans are offered to Indigent Registered Owner(s)/Lessee(s) with unpaid parking citations of amounts of \$500.00 or less.**

For citations issued on or after July 1, 2018, Registered Owner(s)/Lessee(s) may request an Indigent Payment Plan application within 120 calendar days of issuance of the citation, or within 10 days of Administrative Hearing determination, whichever is later.

For citations issued before July 1, 2018, Assembly Bill 2544 was approved by the Governor on September 18, 2018, allowing Registered Owner(s)/Lessee(s) to request an Indigent Payment Plan application for unpaid parking penalties.

An Indigent Payment Plan provides the option to pay your parking citation in up to \$25.00 monthly increments, and shall be paid off within 24 months of the Payment Plan approval date. Upon approval, a non-refundable Payment Plan fee of \$5.00 will be assessed to the total Payment Plan amount and all late fees and penalties shall be waived. Waived late fees and penalties may be reinstated if the person falls out of compliance with the Payment Plan.

The Registered Owner/Lessee must demonstrate that he or she is indigent by providing either of the following information as applicable:

(A) **Proof of income from most recent pay stub or another proof of earnings, such as a bank statement** that show the individual meets the income criteria set forth in subdivision (b) of Section 68632 of the Government Code.

(B) Proof of receipt of benefits under the programs described in subdivision (a) of Section 68632 of the Government Code. Proof of receipt will consist of a copy of the most recent: **Verification of Benefits Form or Award Letter for Social Security.**

(C) If the Registered Owner(s)/Lessee(s) does not have income or receives public assistance, a copy of their **annual** earnings from the Social Security Department is required.

**Request a Payment Plan**

To request a Payment Plan, please read and sign the [Request for Indigent Payment Plan](#) application. Only completed applications with supporting documentation will be accepted.

**REQUEST FOR PAYMENT PLAN**

NAME: \_\_\_\_\_ DL#: \_\_\_\_\_  
License Plate: \_\_\_\_\_ Citation(s): \_\_\_\_\_

Registered Owners have an option to enroll in an Indigent Payment Plan or a Non-Indigent Payment Plan. Proof of indigent status must be provided. Non-Indigent Payment Plan will not require proof. Please review Plan Terms and Conditions.

Indigent must provide one of the following:

- (A) Proof of income from current one month pay stub  
Please provide your household size: \_\_\_\_\_. I am receiving the monthly income amount of \$ \_\_\_\_\_. (Documentation needed)
  
- (B) Verification of Benefits Form for Public Assistance or Award Letter for Social Security
  - Employment
  - In-Home Supportive Services (IHSS)
  - Food Stamps
  - General Relief (GR), County Relief or General Assistance (GA)
  - Supplemental Security Income
  - Medi-Cal
  - California Work Opportunity (Cal Works)
  
- (C) If a person has no income or does not receive Public Assistance, a copy of their yearly earnings from the Social Security Department is required.

**Non – Indigent Payment Plans - \$ 25 due at sign up**

- Maximum number of Payment Plans per year is 2, and a maximum amount of fines and penalties enrolled is \$1,000 per year.

**Indigent Payment Plans - \$5 due at sign up**

- No limit of Payment Plans or fine amounts.

- Citations must be enrolled within 120 days of issuance or 10 days after hearing determination, whichever is later.
- Citation late penalties are removed at time of enrollment. Late penalties are reinstated if plan is not completed.

I certify that all statements are true and correct. Any false or incomplete information may subject me to forfeit my rights to a payment plan.

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

Please return this form along with your supporting documents to: C/O Citation Processing Center P.O. Box 10479, Newport Beach, CA 92658-0479 or citationprocessingcenter.com.

FOR CITATION PROCESSING CENTER ONLY

Payment Plan: ( ) Granted ( ) Denied

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

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

### **Non-Indigent Payment Plan Terms & Conditions**

- Payment Plan available to the Registered Owner only.
- Registered Owner must present a valid government issued I.D. at the time of enrollment.
- Non-refundable processing fee of \$25 is due to the City of Lawndale upon enrollment.
- Registered Owner must make minimum monthly payments based on total amount enrolled in the Payment Plan.
- 1 monthly payment failure to make a payment by the due date, will result in the Payment Plan cancellation.
- Citations are not eligible for the Non-Indigent Payment Plan enrollment if the cited vehicle is currently towed or previously paid with a disputed credit card charge.
- Returned payments for any reason, will result in the Payment Plan cancellation.
- DMV registration hold will not be removed until the Payment Plan has been completed in full.
- A maximum of 2 Payment Plans and a combined total of \$1,000 of fines/penalties may be enrolled in a Non-Indigent Payment Plan within a calendar year per registered owner. Participant must complete outstanding Payment Plan prior to enrolling into a second Payment Plan.
- Rental Vehicles are not eligible to participate in this program.
- No citation re-enrollment, Payment Plan extensions, or revisions will be granted.

### **Indigent Payment Plan Term & Conditions**

- Payment Plan available to the Registered Owner / Lessee.
- Payment Plan must be requested within 120 days of citation issuance or within 10 days of hearing determination, whichever is later.
- Non-refundable Payment Plan fee of \$5 due to the City of Lawndale upon enrollment.
- Required documentation to prove Indigent status must be received with application.
- Registered Owner must provide a valid government issued I.D. at the time of enrollment.
- Citation late penalties are removed at time of enrollment.

- Citation late penalties waived will be reinstated if the person falls out of compliance with the Payment Plan.