



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

Collection Agreement Application

INSTRUCTIONS

By completing this form the Defendant agrees to pay the administrative fee to set up a payment plan, which will be administered by the Clerk & Comptroller, Palm Beach County. In order for us to process this application you must include a check or money order made payable to Sharon R. Bock, Clerk & Comptroller in the amount of \$50.00 (which includes a \$25.00 administrative fee and a \$25.00 down payment which will be applied to your balance due). If the citation is past due or will be past due by the time it is received by the Clerk's office, you must include a \$23.00 late fee. Contact our Customer Call Center with any questions at 561-355-2994.

Mail the signed original document along with payment to one of these locations:

- P.O. Box 3544, West Palm Beach, FL 33402
- 2950 State Rd. 15, Room S-100, Belle Glade, FL 33430
- 200 West Atlantic Ave., Delray Beach, FL 33444
- 3188 PGA Blvd. Room 1210, Palm Beach Gardens, FL 33410

DEFENDENT INFORMATION

Last Name:		First Name:		Middle:	
Case Number:					
<i>To obtain your case number and balance, search our free online 24 hour database of Criminal & Traffic court records at www.mypalmbeachclerk.com/showcase or contact our Customer Service department at 561-355-2994, Monday through Friday from 8:00 a.m. to 4:00 p.m. excluding holidays.</i>					
Address:					
City:		State:		Zip:	
Driver's License Number:		Phone Number:			
E-mail Address:					

COLLECTION AGREEMENT

Defendant agrees to make monthly payments until the total amount of fines and costs are paid in full. A payment schedule which will reflect your monthly payment amount and due date will be sent to the e-mail address listed above. Monthly payments may be made in person or by mail to one of the addresses listed above. **Due to continued insufficient funding from the Florida Legislature, the Clerk & Comptroller's Delray Beach, Royal Palm Beach and Palm Beach Gardens branch offices will be closed to the public every Friday until further notice. The Clerk's [West Palm Beach](#) and [Belle Glade](#) offices will remain open on Fridays. All payments must be received by the Clerk's office no later than the date stated on the payment schedule.**

A minimum return check fee of **\$25.00** will be assessed for checks returned unpaid by the bank pursuant to Florida Statute 68.065.

FAILURE TO MAKE TIMELY PAYMENTS PURSUANT TO THIS COLLECTION AGREEMENT:

1. Will result in the assessment of **late fees and the suspension of your driver's license** pursuant to Florida Statutes 318.15; **AND**
2. May result in your case being sent to a collection agency and assessed up to **40%** in additional fees pursuant to Florida Statute 28.246(6).

AFFIRMATION

Under penalties of perjury, I affirm that I have read this collection agreement and that the facts stated in it are true. I understand the above terms and conditions of my financial obligations and I agree to comply with this collection agreement. I further understand that I am obligated to notify, in writing, the Clerk and Comptroller regarding any change of address or telephone number stated above.

Print Name:			
Signature:		Date:	