



YOU MUST COMPLETE AND SUBMIT THIS FINANCIAL DISCLOSURE REPORT FOR THE COURT TO DETERMINE YOUR PAYMENT PLAN AMOUNT.

Instructions

Complete all fields below. Bring, mail, or email the completed form to the court listed in your traffic ticket. You can find the court's mailing address using the Court Locator at: https://dmv.ny.gov/table/Traffic-Courts-in-New-York-State.

SECTION 1: PERSONAL INFORMATION

Form with fields for Name (Last, First, MI), NY Driver License ID No., Date of Birth (Month/Day/Year), CURRENT MAILING ADDRESS (Street, Apt. No., City, State, Zip Code), E-mail Address, and Daytime Phone Number.

SECTION 2: REASON FOR SUBMITTING FINANCIAL DISCLOSURE REPORT

I want to:

- Request a monthly payment plan
Change my monthly payment plan amount

SECTION 3: TICKETS

List all ticket numbers filed against you in this court.

Table with 2 columns labeled 'Ticket Number' and 4 empty rows for data entry.

SECTION 4: FINANCIAL DISCLOSURE

Part 1 - Total Monthly Income (Enter your "take-home" income after the income taxes are taken out. Include income from all sources, such as wages, tips, dividends, rental income, public assistance, etc.)

Total Monthly Income Amount field with a dollar sign symbol.

SECTION 4: FINANCIAL DISCLOSURE (CONTINUED)

Part 2 - Monthly Expenses (List each of your monthly expenses, such as wage garnishments, child support, spousal maintenance, other court-ordered payments, etc. Enter the amount of each expense. Please note, allowable expenses are subject to court approval.)

Expenses	Expense Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Part 3 - Total Monthly Expenses (Add the monthly expenses you listed in Part 2 and enter your total monthly expenses.)

Total Monthly Expenses Amount \$

SECTION 5: SIGNATURE OF APPLICANT

Sign your name and write the date you signed this form.

Signature X _____ Date / /

**FOR COURT USE ONLY
DO NOT WRITE BELOW THIS LINE**

Total Monthly Income Amount	—	Total Court-Approved Expenses)	x .02	=	2% of Adjusted Net Monthly Income
(\$		\$				\$

- The court hereby sets the following monthly installment payment plan amount:
 - \$25 per month
 - Up to 2% of the applicant's adjusted net monthly income in the amount of: \$ _____

SO ORDERED:

Date / / **X** _____
(Judge or Hearing Officer Signature)