



City of Glen Dale

402 Wheeling Ave • Glen Dale, WV 26038-1537

Phone: (304) 845-5511 • Fax: (304) 845-3475

FINANCIAL AFFIDAVIT: PAYMENT PLAN APPLICATION

WV Code § 50-3-2a & § 562-4-17

IN THE GLEN DALE MUNICIPAL COURT OF MARSHALL COUNTY, WEST VIRGINIA

Information for the Applicant:

In order to enter into a payment plan agreement with this court, to pay in full all outstanding balances you may owe, you must enroll in the clerk's office payment plan and pay an administrative fee of \$25.00. Additionally:

1. You must complete the affidavit for the court to determine the amount and number of your monthly payments as mandated by W.Va. Code § 50-3-2a & § 62-4-17a.
2. You will be required to provide proof of income such as the most current W2, current pay stubs and the most current income tax return.
3. The information you give in this form will be confidential.
4. Except for signatures, all information must be clearly printed.

APPLICATION INFORMATION

Applicant Information:

APPLICANT(S) NAME *(First / Middle / Last)*:

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SOCIAL SECURITY #: _____ DATE OF BIRTH: _____

PHONE: _____ DRIVERS LICENSE #: _____

1. What is the total number of dependents, including yourself? _____
(Include only those persons listed in your U.S. Income Tax Return)

2. Are you married? ____ Yes ____ No Does your Spouse work? ____ Yes ____ No

Spouse's Yearly Income: _____

NET INCOME:

3. Current **monthly** net (take-home) income from **all** sources:

*(Net income is your total income including salary, wages, bonuses, commissions, allowances, overtime, tips and similar payments, **minus** deductions required by law and other court-ordered payments such as child support.)*

EMPLOYER:	\$	SECOND JOB:	\$	SELF-EMPLOYMENT:	\$
PUBLIC ASSISTANCE:	\$	FOOD STAMPS:	\$	UNEMPLOYMET:	\$
BENEFITS:	\$	DISABILITY BENEFITS:	\$	SOCIAL SECURITY/SSI:	\$
ALIMONY:	\$	PENSIONS:	\$	RENTAL INCOME:	\$
INTERST:	\$	DIVIDENDS:	\$	ANNUITIES:	\$
ODD JOB(S):	\$	OTHER:	\$	(Specify):	
TOTAL:	\$				

EXPENSES:

4. Regular **monthly** household debt-payment and other expenses:

MORTGAGE/RENT	\$	CAR PAYMENTS:	\$	LOAN PAYMENTS:	\$
CREDIT CARD PAYMENTS:	\$	OTHER DEBT PAYMENT:	\$	UTILITIES:	\$
CELL PHONE:	\$	FOOD:	\$	CHILD CARE:	\$
CHILD SUPPORT:	\$	ALIMONY:	\$	MEDICAL BILLS:	\$
OTHER EXPENSES:	\$	(Specify):			

What is the total amount of these monthly expenses? \$ _____

ASSESTS:

5. List the value of any individually or jointly owned assets.

CASH:	\$	SAVINGS ACCOUNT:	\$	BOATS/ATVs:	\$
BANK ACCOUNTS:	\$	STOCKS/BONDS:	\$	TAX REFUND DUE:	\$
CERTIFICATE OF DEPOSITS:	\$	REAL ESTATE:	\$	MONEY OWED YOU:	\$
MONEY MARKET ACCTS.	\$	VEHICLE(S):	\$	MEDICAL BILLS:	\$
OTHER ASSETS:	\$	(Specify):			

What is the total amount of these assets? \$ _____

5a. List the name of each bank/institution in which you have cash, checking/savings accounts. CD's, stocks/bonds, or money market accounts:

5b. List all cars, trucks, motorcycles, or recreational vehicles (all-terrain vehicles, motor homes, snowmobiles, boats), including their make, model, and year, that you own, individually or jointly:

5c. List the county and address of all real estate (houses, lots, land, rental property, other commercial property) that you, individually or jointly, own:

By signing my name this form, I swear to or affirm the completeness and truthfulness, to the best of my ability and knowledge, of the information I have provided.

SIGNATURE OF APPLICANT: _____ DATE: _____

Taken, subscribed, and sworn or affirmed before me, by the person whose signature appears above, on this _____ day of _____, 20____, in _____ County, West Virginia.

SIGNATURE OF NOTARY (Clerk): _____

Remit completed form and payment to Glen Dale City Building or email to gdcourt376@glendalewv.gov and make payment at glendalewv.gov/payments.