

Complete this form and email to :  
tskinner@brazoscountytexas.gov

## Terms & Conditions of your Brazos County Payment Plan Agreement

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\_\_\_\_\_ 1. If the payment plan is **Not** paid in full within 30days, I understand that a one-time Time Payment Fee of \$15.00 will be added to my Balance. Local Gov't Code.133.103

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\_\_\_\_\_ 2. I understand I will pay a \$2.00 transaction fee for each payment made to the Brazos County Collections Department. This is included in my monthly fee already. CCP, Article 102.072

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\_\_\_\_\_ 3. I understand that I am Responsible to contact the Brazos County Collections office within 14 days to report any change of status including job, address, new phone number, and medical conditions. Please stay in contact with your collection clerk so that we can help you if needed.

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\_\_\_\_\_ 4. If your status of employment changes, please notify the Collections Department. We can offer other options, such as lowering your payment plan temporality, go back before the court for an indigent hearing and/or you can perform community service at locations approved by the Courts of Brazos County.

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\_\_\_\_\_ 5. If I fail to pay in full or ask for any additional help regarding my payment plan and just disregard the courts order, I understand a Capias Pro Fine will be issued for my arrest. Collections will offer to recall the capias ONE TIME for \$400.00. The \$400.00 does go toward your balance and we will restart your payment plan a second time.

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\_\_\_\_\_ 6. I understand that post cards will be mailed out and a phone call is sent out when I am only 1 day past due. Please note, you are given a 14 day extension each month from the due date, you do not have to call to ask for longer time. When the last chance letter is mailed out, you are given two weeks from the date of the letter to come in and either be revised, make a payment or ask for an indigent hearing. If you do not pay or come in, a Capias Pro Fine Warrant will be issued for your arrest.

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\_\_\_\_\_ 7. **No Personal checks will be accepted.** We accept Cash, Money orders, Cashier's checks, Credit Cards and/or debit cards (a fee applies with the credit/debit card transactions). The phone service number is **1-888-254-4347 (For County and District Cases ONLY)** and the county website is **brazoscountytexas.gov**  
**\*Know your case Number\***

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\_\_\_\_\_ 8. I understand that IF I have been placed on probation, all of my court cost, fines, attorney fees and probations fees will have to be paid in full within 2 months of my probation period being completed. This is part of your plea agreement and Ordered by the Court.

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\_\_\_\_\_ 9. Brazos County Collections will not tolerate any disrespectful talking, profanity, foul language and rude behavior. If you choose to do so we have the right to cancel all of your payment plans and issue Capias Pro Fine Warrants on all of your cases.