

# ***SIGNAL CREDIT MANAGEMENT SERVICES***

## **Time Payment Collection Instructions**

To set up a “Time Payment” agreement you must do the following:

- You must fill out the following forms completely, sign and date them:
  1. Time Payment agreement  
(Set-up Deadline to be filled in by Court Personnel)
  2. Time Payment application
- Along with the forms, you must also send in the \$15.00 set-up fee AND your first monthly payment. Minimum monthly payments are typically 10% of the total balance owed the Court or \$25.00 whichever is greater.
- Please keep in mind that we have no information on your account until the completed paperwork and fees are received and the account is set-up in our system.
- Incomplete paperwork or lack of appropriate payment may result in a delay of information being reported back to the Court.

***SIGNAL CREDIT MANAGEMENT SERVICES  
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