

PAYMENT PLAN INSTRUCTIONS

Thank you for your interest in making a payment plan

- 1. For lump sum offers: Please provide the amount of said offer and the date said payment will be paid to our office.**
- 2. For payment plans: Please provide the amount of the monthly payment and the date of the first payment.**

In order to consider a lump sum offer or a payment plan, we **MUST RECEIVE a copy of your last two paystubs.**

If you are not employed, or on a fixed income such as social security or disability, please submit documentation supporting same. If self-employed or a 1099 employee/Independent Contractor, we will need a copy of your most recent tax filing or bank statement showing your pay deposits for the previous 60 days. Please highlight these deposits.

Please email any offer plus the required paystubs and or documentation to paymentplan@tiffanylawfirm.com or you can send the offer and documents by facsimile to 757-497-1867. You can also mail said documents to our office at the address noted above. Upon receiving your documentation we will review same and advise if your offer is acceptable and if not, will determine what our client will require as an agreeable payment plan. We will then contact you as to our client's decision. Please note that the making of a payment plan will NOT avoid the seeking of judgment and docketing of said judgment, unless we notify you in writing, but **KEEPING YOUR PLAN CURRENT WILL** avoid any post-judgment execution such as garnishments, levies, and liens in the event judgment is or has been obtained.

If you AGREE to our client's offer, you must advise us within 24 business hours of said acceptance by calling our office (757-497-1449) or by sending an email within said time frame.

Once a payment plan or lump sum offer is accepted we will provide you with a confirmation letter and instructions on how to pay.

Nothing in this letter constitutes nor should be construed as the giving of legal advice. Should you have any questions, you should consult counsel of your choosing. **This letter and all others from this office are an attempt to collect a debt and any information obtained shall be used for that purpose. This office is a debt collector.**