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W. Wayne Tiffany (1940-2005)

Payments can be made by any of the following options:

1. PAYING BY CARD (CREDIT OR DEBIT. THERE IS NO FEE FOR USING EITHER)

A. You can call my office and provide the card information for same to be run that day.

1. We will run the payment and you will then get a confirmation email within 24 business hours.
2. To advise by phone, you can call my office (757-497-1449) anytime from 8:00 to 5:00, Monday through Friday. When you hear the voice recording, hit option 2 to be directed to our Payment Clerk. If not available, please leave your account number as written above and a phone number to call you back. We will return your call in the order received.

B. You can be placed on an auto draft. There is no additional fee for this option.

1. If you wish to be placed on an auto draft, please contact our Payment Clerk by either calling as directed above, or you can email our Payment Clerk at the following email address: Sue@tiffanylawfirm.com
2. After receiving your request to pay via auto draft, our Payment Clerk will send to you a form to complete, sign and send back. You will be further instructed in the form to call us within 7 days in order to complete the process. **THIS IS CRUCIAL TO ACCOMPLISHING AN AUTO DRAFT.**
3. Please note that when sending the completed form back, you will need to mail, fax or drop off at our office. **DO NOT SEND IT BACK VIA EMAIL** as it is not secure.

2. PAYING IN PERSON AT OUR OFFICE.

A. DURING NORMAL BUSINESS HOURS

1. During our normal business hour (**8:00 TO 5:00 P.M., M-F**) we will be happy to assist you personally in our reception area located on the first floor to the left when entering the building.
2. Payment in person to our receptionist can be by money order, cashier's/certified check, personal check, credit or debit card, **AS WELL AS CASH, BUT ONLY IF PAYING DIRECTLY TO THE RECEPTIONIST WHO WILL PROVIDE YOU A RECEIPT.**

B. AFTER HOURS

1. You may also pay after hours by using our lock box located on the front door of our building. **NOTE: With this option, PLEASE DO NOT PAY WITH CASH.**

3. MAILING IN YOUR PAYMENT

A. You may also send your payments to our office by regular mail. Note that we never recommend sending cash through the mail.

- ##### **B. If you would like a receipt sent back, you must include a self-addressed stamped envelope with your payment and a request for same, or provide an email address that you would like the receipt emailed.**

- ##### **C. Payment by mail include money order, cashier's/certified/personal check**