City of Oak Hill Police Department

691 Virginia St.

Oak Hill, WV 25901

(304) 465-0596 Chief Michael W. Whisman Jr.

(304) 465-7290 – Fax

**PAYMENT PLAN INSTRUCTIONS**

Failure to complete any of the steps could result in your denial of a payment plan.

Option 1 - complete by mail

1. Complete the financial affidavit and have it NOTARIZED.
2. Mail the completed affidavit back to our office along with your payment of $25.00 in the form of a money order in US funds. (Payment plan fee)
3. Once the form and payment are received, we will contact you to discuss your plan and confirm your information. Please make sure you have your phone number on your financial affidavit.
4. We will then mail you your completed payment plan and ask you to mail the ORIGINAL back to us.

Option 2 – complete in person

1. Complete the financial affidavit and have it NOTARIZED.
2. Bring the completed affidavit back to our office along with your payment of $25.00 in the form of a money order in US funds or cash. (Payment plan fee).
3. The ticket holder is required to appear in order to process a payment plan.

Please contact our office if you have any questions.