

Town of Bath Municipal Court

**271 Wilkes Street,
Berkeley Springs, WV 25411
Ph - (304) 258-1102 Fax - (304) 258-2638
Townofbath@wvdsi.net**

Here you can find information about our payment plan option for citations. Please follow these steps to begin a payment plan with our department. Failure to complete any of the steps could result in your denial of a payment plan. You can find the financial affidavit on our website under Forms or come into our office at the above address.

- ❖ Complete financial affidavit entirely and have it NOTARIZED.
- ❖ Come into our office or mail the completed affidavit back to our office with cash or a check in the amount of \$25.00 for your payment plan fee.
- ❖ Once the form and payment are received, we will calculate your payment plan and call you to discuss it. Please make sure you have your phone number on your financial affidavit. If you have an email, we suggest you add it onto the affidavit as well.
- ❖ We will then mail or email you your completed payment plan for your signature.
- ❖ Come into our office, mail or email back the original payment plan with your signature and cash or a check in the amount of your first payment. You may also make a payment online at Townofbath.org, under Citations.

Once all steps are completed, you will be on a payment plan and the appropriate paperwork will then be sent to the DMV to un-suspend your license with us (*If applicable*). Be sure to read over the affidavit and the completed payment plan to help you avoid any late penalties.

Please contact our office at 304-258-1102 if you have any questions.


Clerk

