

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER



Office of Finance and Treasury

CCU POLICIES FOR INSTALLMENT PAYMENT PLANS

Installment Payment Plans (IPP) are considered for District residents only.

Central Collection Unit Qualifying Debts

To be considered for any type of Central Collection Unit (CCU) payment arrangement, the debt(s) must qualify as a CCU debt. In general terms, that means that the delinquent debt must be over 90 days old. If a CCU customer has delinquent debts both under and over 90 days, the CCU will only address delinquent debts over 90 days old.

The customer will be advised by CCU collections representatives that legislation prohibits the CCU from working out any arrangements unless the delinquent debt is over 90 days old.

DMV Related Payment Arrangements

DMV related payment agreements may be considered for those qualifying **DC residents** in need of a DMV service, such as renewal of a driver's license and/or registration. Payment arrangements that do not involve renewal of services should be handled by the CCU outside collection agency whenever possible.

District of Columbia Residents

An initial Installment Payment Plan or "IPP" is a payment agreement that requires a down payment, while the remaining balance must be paid in equal monthly payments, until the balance due is paid in full.

The terms of an IPP provide for up to 18-months to satisfy the delinquent debt. The number of allowable months to pay is based on the outstanding balance due and may also be based on other factors, as determined by CCU personnel.

A minimum down payment of 25 percent is generally required, and monthly payments are required on the due date, as stated in the terms of the IPP.

Each customer will be provided with a copy of the CCU Installment Payment Plan form outlining the terms and conditions of the established plan.

Failure to keep the terms of an IPP will result in a default.

If an IPP is in default status, a second IPP will not be offered. The CCU may consider offering a debt settlement as a means of resolving the delinquent account.

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Non-District of Columbia Residents

As a rule, IPP's are not permitted for non-District residents unless the customer is a District government employee and subject to the OPRS payroll attachment, or if payments can be made through an approved payroll deduction agreement.

Payroll Deduction Agreements

Payroll deduction agreements require written verification from a management official of the employer, on official letterhead, verifying employment and agreeing to the terms of the payroll deduction agreement.

Once this information is obtained by CCU personnel, the CCU will initiate the payroll deduction agreement for signature by the delinquent debtor and the employer.

Questions should be directed to the CCU at ccu.help@dc.gov or by telephone (202) 727-0771.