



# VALLEY ALCOHOL SAFETY ACTION PROGRAM

240 North Central Avenue  
Holiday Court Suite B  
Staunton, VA 24401

### STAUNTON

240 North Central Avenue  
Holiday Court Suite B  
Staunton, VA 24401  
PHONE (540) 886-5616  
FAX 540-332-7725

### WAYNESBORO

240 North Central Avenue  
Holiday Court Suite B  
Staunton, VA 24401  
PHONE (540) 943-4405  
FAX 540-332-7725

### LEXINGTON

20 S. Randolph Street  
Suite 200A  
Lexington, VA 24450  
PHONE (540) 463-2471  
FAX 540-463-4551

## FEE PAYMENT AGREEMENT

I, \_\_\_\_\_, state that I will pay Valley ASAP the balance of my ASAP fees in the manner specified below.

\$50.00 per month starting \_\_\_\_\_ and then on the same date each month. The balance of my fee will be paid in full by \_\_\_\_\_.

Other arrangements. Please specify \_\_\_\_\_. The balance of my fee will be paid in full by \_\_\_\_\_.

### Attention: Additional Requirements Relating to Payment Plans

Once you have established a payment plan with Valley ASAP, you must strictly adhere to it. If you do not keep your payment agreement, this office may take one of the following actions unless you make new arrangements with your case manager:

Clients who are not compliant with their payment plan by their fifth (5<sup>th</sup>) education class will be removed from the class and required to begin the full ten (10) week class cycle again.

Clients will receive a final notice of Balance Due.

Your case may be returned to the court for failing to complete the requirements of ASAP. This could result in the reinstatement of fines or the imposition of suspended jail time.

The Virginia DMV will not be notified of your completion of the program.

Your unpaid balance may be reported to the Virginia Department of Taxation's debt-set-off program or a private collection agency.  (Initial Here)

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

Payments accepted from 8:30am-4:00pm M-F at 240 N. Central Ave. Suite B, Staunton, VA  
Cash, Visa, MasterCard, Money Orders, and Cashiers Checks made out to Valley ASAP  
accepted.