



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 36.08 Installment Agreement Plan for OMV Fees

Section: 2. Driver's License Laws

Effective Date: 06/08/2016

Revised Date: 03/09/2023

Authority:

[R.S. 32:8\(A\)\(3\) and \(B\)](#)

[R.S. 32:429.4](#)

[R.S. 47:1676\(L\)](#)

To review Louisiana Statutes: <http://www.legis.state.la.us>

Objective:

- Qualifying individuals may enter into an installment agreement with the Office of Motor Vehicles for payment of outstanding fines, fees, and/or penalties, provided all other requirements have been met. Entering into an installment agreement will reinstate the individual's driver's license and/or motor vehicle registration privileges for the duration of the installment agreement, provided the individual does not default on the agreement.

Eligibility:

- Applicants are **not** eligible to enter into an installment agreement if:
 - In bankruptcy
 - Holding a valid ex-offender provisional license
 - A company or business (must be an individual)
 - Already in an active installment agreement
 - For additional violations, a new installment agreement must be made.

General:

- To enter into an installment agreement or inquire on a defaulted installment agreement:
 - Submit a request on the [OMV website](#).
 - Include a valid phone number on the request.
 - Call OMV Customer Service at (225) 925-6146, option 3
- Individuals are responsible for the following:
 - Payment method is updated, allowing for monthly drafts and having sufficient funds/credit for the service fee and reinstatement fee charged each month
 - Information provided matches the information held by the financial institution for the payment method
 - Notifications sent by OMV by email are read. Note that emails may go to the email's spam folder.

- **Access the [OMV Customer Portal](#) to:**
 - Make changes to an active, valid installment agreement
 - Make extra payment(s)
 - **Note:** Automatic payments will continue to be withdrawn.
 - Pay in full
 - Check balance
 - Update information (i.e. phone number, payment method, etc.)
- **Monthly Installment Plan Payments**
 - The installment plan payment will be drafted on the 10th of each month. The due date **cannot** be changed to a different date.
 - The second payment of the plan will **not** be charged until at least thirty (30) days from the first payment.
 - **Example** - A plan is entered on 06/04/2022. The next payment will be drafted on 07/10/2022.
 - **Example** - A plan is entered on 06/15/2022. The next payment will be drafted on 08/10/2022.
- **Defaulted Installment Plans**
 - As of 03/10/2023, a 25% down payment is required, if a previous installment plan has defaulted.
 - **The down payment was waived from April 8, 2020 to January 1, 2022, due to the economic hardships of COVID-19 and Hurricane Laura.**
 - Failed payments occurring as a result of an expired payment method, wrong account/card number, or changed account information incorrectly will be considered a default of the installment plan.
 - To avoid suspension of the driver's license and additional reinstatement fees, the debtor must pay in full or enter in new installment plan within sixty (60) days of the Official Default Notification. Failure to do either within sixty (60) days will result in:
 - Suspended driver's license
 - The outstanding debt will be referred to the Office of Debt Recovery (ODR), which will result in:
 - The fee being raised to a maximum amount and an additional 25% collection fee **for insurance violations.**
 - **No longer qualifying for the cap fee on insurance cancellations.**
 - Funds will be seized, up to the amount of the outstanding debt with OMV plus any additional fees. A claim will also be filed with the United States Treasury Offset Program. Collection tools may be used to collect the outstanding debt referred to ODR which may include reporting the debt to a credit reporting agency or suspending and/or revoking a professional license.
 - A reinstatement fee of \$60.00 for the default suspension.

Requirements

- All compliance (required documentation) must be on file with OMV.
- Customer must know his/her driver's license number. OMV cannot provide the driver's license number by phone or email.
- The first payment is required at the time the individual enters into an installment plan. All payments must be made by credit, debit, prepaid card, or bank account draft (ACH). The payment method provided for the first payment will be used for all remaining payments, unless updated through the *Customer Portal*.
- Customer must have valid email address, to sign the installment agreement contract.
 - Notifications will be sent to the address provided.

- For anyone other than the individual owing the fees, an original *Power of Attorney* must be provided, prior to an installment plan being created. The *Power of Attorney* will only be accepted if it specifically authorizes the agent to enter into an installment plan and conduct financial transactions with the Office of Motor Vehicles.

Fees:

- **Credit/Debit/Prepaid Card** (for each payment)
 - 2.5% financial fee
 - \$3.00 transaction fee
- **Bank Account Draft** (for each payment)
 - \$1.00 financial fee
 - \$3.00 transaction fee
- **Payment Schedule** - The number and amount of monthly installment plan payments shall be based on the total debt owed for fines, fees, and/or penalties included in the installment plan.

Amount Owed	Number of Monthly Payments
Up to \$250.00	6
\$251.00 to \$750.00	12
\$751.00 to \$1500.00	24
\$1501.00 to \$2500.00	36
\$2501.00 to \$4999.00	48
\$5000.00 or more	60

- An \$850.00 cap plus an additional \$25.00 administrative fee for **each** cancellation, will apply to insurance cancellations included in an installment plan agreement. The cap is recalculated every time a new installment plan is entered, except if he/she are within sixty (60) days of the installment plan default and they are not adding any new violations.
- The reinstatement fee and service fee will appear as separate fees for each payment made.

Related Policies:

Section 2, Policy 36.10, [Installment Agreement Online Customer Portal](#)