



Licensing Fee Installment Payment Request Form

Please read the following page and provide the necessary information.

CDC or SGH # :
Why do you need to pay the licensure fee in installments?

Documentation of financial need may be requested by the Department.

The first installment must be a minimum of 50% of the total licensure fee and must be received by the Department before the anniversary date of the license.

Payments must be made in consecutive months to the anniversary month. Consecutive payments are due on the first of each month following the anniversary date.

Installment options (choose one):

<input type="checkbox"/> A) Two (2) payments	First installment - 50% total Second installment – the remaining balance
<input type="checkbox"/> B) Three (3) payments	First installment – 50% total Two more payments – each 50% of remaining balance
<input type="checkbox"/> C) Four (4) payments	First installment – 50% total Three additional payments: Each 1/3 of remaining balance

Example

- If your anniversary date is August 1, 2010, you owe \$2000 and you choose Option B:
 - Your first payment of \$1000 is due before August 1, 2010.
 - Your second payment of \$500 is due before September 1, 2010.
 - Your third and final payment of \$500 is due before October 1, 2010.

1. Please return this Request form with any documentation supporting your request.
2. The Department will review the request for installment payments.
3. If approved, you will be required to complete an *Agreement for Installment Payments of Licensing Fees* form documenting the installment plan, which must be approved prior to the anniversary date of the facility.
4. If the licensure fee is not paid according to the Agreement the facility license will no longer be valid and the facility will be operating without a license and subject to legal action.

For further information, please contact your local Licensing Office:

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| <input type="checkbox"/> 150 North 18 th Avenue, Suite 400, Phoenix, Arizona 85007 | <input type="checkbox"/> 400 West Congress, Suite 100, Tucson, Arizona 85701 | <input type="checkbox"/> 1500 East Cedar Avenue, Suite 22, Flagstaff, Arizona 86004 |
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OCCL USE ONLY	Anniversary Date:	LS Review:	Date:	TL Review:	Date:
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