



TRACY DRAGER
AUDITOR AND CONTROLLER

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OFFICE OF REVENUE AND RECOVERY
POST OFFICE BOX 121909, SAN DIEGO, CA 92112-1909
(619) 515-6200

LESHAY SHAW
REVENUE AND RECOVERY DIRECTOR

VERIFICATION CHECKLIST

As part of our efforts to ensure that payment plans are fair and equitable, we require specific documentation to assess your ability to meet the proposed terms. By providing accurate proof of income and expenses, we can establish a realistic and sustainable repayment plan.

For a payment plan to be considered, please provide the following documentation:

Income & Assets Documentation:

- | | |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Pay Stubs –Last Two | <input type="checkbox"/> Unearned Income Statement or Award Letter (e.g. SSA, SSI, RSDI, EDD, Child or Spousal Support) |
| <input type="checkbox"/> Bank Statements – Last Two Months | |
| | <input type="checkbox"/> Other Relevant Proof of Income |

Expense Documentation (Most Recent):

- | | |
|-----------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Rent or Mortgage – Statement or Receipt | <input type="checkbox"/> Car Payment – Statement or Receipt |
| <input type="checkbox"/> Utility Bills (e.g. Gas, Water, Electricity) | <input type="checkbox"/> Credit Card Statements |
| <input type="checkbox"/> Phone Bill | <input type="checkbox"/> Any Other Relevant Expense Documentation |

Are you currently receiving AID? CalFresh ☐ CalWORKs ☐ General Relief ☐ Other: _____

Please note that if you are unable to provide the required documentation, we may not be able to set up a payment plan. To ensure a smooth and efficient process, we kindly ask that you submit all necessary documentation promptly. This will help us avoid delays and ensure that the payment plan is set up in a timely manner. Documents may be submitted by mail, email or in person at one of our branch locations, which can be found at: www.SDORR.com

- Mail: Office of Revenue and Recovery, PO Box 121909, San Diego, Ca. 92112-1909
- Email: Collections@sdcounty.ca.gov

Should you have any questions or need further clarification, please do not hesitate to contact us at (619) 515-6200, Option #3.

WE ACCEPT MASTERCARD, VISA, DISCOVER, OR CHECK BY PHONE