



SANTA MONICA BUSINESS & REVENUE OPERATIONS

REQUEST FOR ADVANCE DEPOSIT HARDSHIP WAIVER

APPLICATION FORM

Received Date Stamp

Santa Monica Municipal Code Section 1.09.070(a) allows any person who intends to request a review of the administrative citation to contest that there was a violation of the Code or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in Section 1.09.050, may file a request for an advance deposit hardship waiver. The request shall be filed (received by) with the Finance Department on an advance hardship waiver application form, available in the Finance Department or on the citation processing website within fifteen days of the date of the administrative citation. Please complete this form and attach a copy of the administrative citation and any supporting documentation (see examples below) and deliver or mail this request to the City of Santa Monica, Business and Revenue Operations Division, 1717 4th Street, Room 150, Santa Monica, CA 90401 or www.CitationProcessingCenter.com.

Administrative Citation Number: \_\_\_\_\_ Administrative Citation Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I am unable to make the advance deposit for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My monthly gross income is \$ \_\_\_\_\_ and I have \_\_\_\_\_ dependents, including myself.

I declare under penalty of perjury that the foregoing statement and information provided by me is true and correct.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

Examples of acceptable documents include: Federal Tax Return, IRS Form 1722 – Verification of Non-filing, Verification of Social Security or Supplemental Security Income Benefits, Notice of Action – General Assistance or Temporary Aid for Needy Families, or Notice of Unemployment Award.

The City of Santa Monica applies Income Guidelines based on the 2012 Poverty Guidelines of the Santa Monica Median Household (published by the US Census Bureau) to determine your eligibility for the Advance Deposit Waiver.