



**APPLICATION FOR ADVANCED PAYMENT ACCOUNT**

ACCOUNTING # \_\_\_\_\_  
 TDOT ACCT # B \_\_\_\_\_

I consent to allow the Tucson Department of Transportation to withdraw permit and plan review fees from my Advance Payment Account.

I will be making application by: ( ) mail ( ) phone ( ) fax ( ) in person

I understand that the Tucson Department of Transportation is not responsible for unauthorized uses of my account.

Signed \_\_\_\_\_ Printed Name \_\_\_\_\_

Date \_\_\_\_\_ Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

**PERSONS AUTHORIZED TO USE THIS ACCOUNT (PLEASE PRINT)**


**ANY CHANGES TO AUTHORIZED USERS MUST BE SUBMITTED IN WRITING. CHANGES NOT SUBMITTED IN WRITING WILL NOT BE PERMITTED.**

For permits call 791-4259.

Accounts remaining inactive for 6 months will be closed. Accounts with Insufficient Funds will be closed. To access your account online, go to the TDOT website listed below. Monthly statements will not be mailed, unless request is made at 791-4259.

## **APA Account Directions**

You will need to provide your current APA account number when requesting permits or information on your account.

Please keep track of your account balance. It is the responsibility of the account holder to ensure there are sufficient funds available to process requested transactions. If there are insufficient funds to process a permit, it will not be processed. Attempts will be made to contact you at the return number you provided to relay this information.

Accounts with no activity (either a permit purchase or deposit) for six months or more may be closed and a check may be mailed for the amount of the balance in the account to the account address on file. In order to reopen the account after receipt of the check, you must complete a new application form and mail or bring the original with a check to our office at 201 N. Stone, 5<sup>th</sup> Floor. The forms are available on our website [www.dot.tucson.az.us](http://www.dot.tucson.az.us).