

# Payment Agreement Form (Installment Payments)

This **payment agreement form** sample provides a clear structure for installment payments, ensuring both parties understand the terms. It outlines the schedule, amounts, and conditions to facilitate smooth transactions. Using this form helps in legally documenting the payment plan and protecting the interests of all involved.

## 1. Parties Involved

Lender/Payee Name: \_\_\_\_\_  
Borrower/Payer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone/Email: \_\_\_\_\_

## 2. Agreement Details

Total Amount Owed: \$ \_\_\_\_\_  
Date of Agreement: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 3. Installment Payment Schedule

#	Payment Due Date	Payment Amount	Remaining Balance
1	____/____/____	\$ _____	\$ _____
2	____/____/____	\$ _____	\$ _____
3	____/____/____	\$ _____	\$ _____

## 4. Payment Method

☐ Bank Transfer  
☐ Check  
☐ Cash  
☐ Other: \_\_\_\_\_

## 5. Additional Terms & Conditions

- Late payments may incur a fee of \$ \_\_\_\_\_ per \_\_\_\_\_.
- If payment is not received by the due date, the agreement may be considered in default.
- All payments will be recorded and receipts provided.
- Parties may amend this agreement by mutual written consent.

## 6. Signatures

Lender/Payee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Borrower/Payer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_