PROCEDURE FOR ON-LINE FEE PAYMENT CITIZENS NOT RESIDENT IN ITALY

Dear Mr. / Mrs.,

to be able to pay the fee on-line, we ask you to follow these steps:

- 1. Go to: <u>www.comune.perugia.it</u>
- 2. Select: "SERVIZI DIGITALI" (Digital Services).
- 3. Select: "Infrazioni al codice della strada" (Offenses against the High Way Code).
- 4. Select: "PAGA ON –LINE" (Pay on-line).
- 5. In the field "TARGA" enter your Number Plate.
- 6. In the field "Verbale n." enter the number of the sanction's report.
- 7. In the field "Codice Fiscale/P. IVA" (Tax Code/VAT) enter the following code: NNMNNM70A01F205H
- 8. In the field "Importo" (amount) enter the amount shown in the report.
- 9. Press "Continua" (continue).
- 10. Enter the control code shown in the image.
- 11. Press the "Add to the cart".
- 12. Check that all data are correct.
- 13. Press "Paga" (pay).
- 14. Specify the data of the person making the payment.
- 15. Select the payment mode.
- 16. Make the payment.

Best regards,

City of Perugia – Servizi Digitali (Digital Services)