



ANN HARRIS BENNETT
Tax Assessor-Collector & Voter Registrar

REQUEST FOR INSTALLMENT AGREEMENT FOR TAXES ON PROPERTY IN DISASTER AREA

This application is ONLY for the **2017** real and tangible personal property taxes for property in Harris County damaged by the severe weather, tornadoes and flooding caused by **Hurricane/Tropical Storm Harvey** that began on **August 25, 2017** in the State of Texas.

Please see '**Qualifications**' on next page to verify you are eligible for this benefit.

The application and first payment **MUST** be made or post-marked no later than **January 31, 2018** (or the due date on your Tax Statement, if anything other than February 1, 2018). All payments may be paid by mail, in person, online (www.hctax.net) or by phone at 713-274-2273 (CARD). Payments are calculated by taking the total amount due and dividing by four (4). Please contact us at 713-274-8120 if you need assistance in calculating your payment.

TAXPAYER INFORMATION

Taxpayer Name:		Property Tax Account Number:	
Email:	Phone Number:	Fax Number:	
Property Address and Legal Description:			
Mailing Address of Owner (if different from above):			

Taxpayers must pay at least **one-fourth of the total amount due by January 31, 2018**. If a taxpayer chooses to pay more than one-fourth at any given time, the amount in excess of the amount due shall be credited to the next installment.

PROOF OF LOSS

Please attach proof of loss (FEMA or insurance claim sheet; or pictures of damage, copy of repair estimate, or paid invoices if under insurance deductible or does not meet FEMA requirements) to this form.

Mail with first payment to:

Harris County Tax Assessor-Collector's Office
 Special Tax Services Department
 PO Box 3746
 HOUSTON, TEXAS 77253-3746

You will be notified by mail ONLY if your request is NOT approved.

If you opted to make your first payment online or by phone, please list your Harris County Tax Assessor-Collector's Office payment confirmation number below. You will be notified if your request is not approved. You may contact this office at 713-274-2000 or tax.office@tax.hctx.net.

Confirmation # _____

By signing this application, I affirm under penalty of perjury that all information above and documents provided as evidence of damage are applicable to the property as listed above, are accurate and factual, and occurred as a result of severe weather, tornadoes and flooding caused by Hurricane/Tropical Storm Harvey that began on August 25, 2017 in the State of Texas.

 Signature Printed Name Date



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Installment Payment Plan For Disaster Victims

In accordance with Section 31.032 of the Property Tax Code, taxpayers who sustained property damage as a result of a declared natural disaster may be eligible to split their property tax payments into 4 equal interest free installments, to be paid in full by July 31st.

Qualifications

This only applies to taxes imposed between the date of the disaster (8/25/17) and exactly one year after (8/25/18) for:

1. **real property** that is -
 - a. the residence homestead of the owner or consists of property that is used for residential purposes and that has fewer than five living units; **or**
 - b. owned or leased by a business entity that had not more than the amount calculated as provided by Subsection (h) in gross receipts in the entity's most recent federal tax year or state franchise tax annual period, according to the applicable federal income tax return or state franchise tax report of the entity.
 - c. located in a declared disaster area; and
 - d. damaged as a direct result of the disaster.
2. **tangible personal property** owned or leased by a business entity as described in (b), above.

Note: The gross receipts threshold used in determining eligibility is \$5,704,890.

Requirements

You must provide:

1. Payment in the amount of at least one-fourth (25%) of the total amount of taxes due before the due date shown on your tax statement (February 1st, unless your account was late-certified). Taxpayers have a one-month grace period after the delinquency date in which to make the first payment, however, 7% penalty and interest is added to the amount due.
2. A completed "Request for Installment Agreement for Taxes on Property in Disaster Area" form obtained from the Tax Office.
3. Proof of the property damage in the form of FEMA or insurance claim sheet; or pictures of damage, copy of repair estimate, or paid invoices if under insurance deductible or does not meet FEMA requirements.

You will be notified by mail ONLY if your request is NOT approved.

Payments

The remaining taxes, after the first installment, may be paid without penalty or interest as follows:

- the **second** must be paid before the first day of the **second** month after the due date (April 2, 2018).*
- the **third** must be paid before the first day of the **fourth** month after the due date (June 1, 2018).*
- the **fourth** must be paid before the first day of the **sixth** month after the due date. (August 1, 2018).*

*** These dates are for accounts due 2/1/18. If your account is late-certified, these dates will be calculated based on when your first installment is due.**

If payment is not made before the deadline (delinquency date), the unpaid amount of the individual installment payment due is delinquent and incurs a penalty of 6% and 1% interest as provided by Section 33.01(c) of the Property Tax Code. If you pay more than the amount due for an installment, then the excess will be credited to the next installment.