

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 four (4) equal interest free installments, to be paid by January 31st, March 31st, May 31st and July 31st.

Qualifications

This only applies to 2017 taxes imposed between the date of the disaster (8/24/17) and exactly one year after (8/24/18) 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 by January 31, 2018. 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 by March 31, 2018
- The **third** must be paid by May 31, 2018
- The **fourth** must be paid by July 31, 2018

** Late payments shall incur penalty and interest accrual.*

If payment is not made by the deadline, 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.

Mailed payments are processed as of the US Postal Service Postmark. Check with your local postmaster of postmark cancellation date processing.