



**REQUEST FOR INSTALLMENT AGREEMENT FOR TAXES ON PROPERTY IN DISASTER AREA**

This application is **ONLY** for the **2020** real and tangible personal property taxes for property in Jefferson County damaged by the severe weather, tornadoes and flooding caused by **Hurricane Laura** that began on **August 23, 2020** 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 presented in person or if mailed, bear a post-mark no later than **January 31, 2021**. All payments may be paid by mail, in person, online ([www.jeffcotax.com](http://www.jeffcotax.com)) or by phone at 866-549-1010 (Bureau Code 2228888). Credit/Debit Card payments are processed by a 3rd party vendor. A separate vendor fee is charged for this service. Payments are calculated by taking the total 2020 tax amount due and dividing by four (4). Please contact us at 409-835-8516 if you need assistance in calculating your payment.

**TAXPAYER INFORMATION**

Taxpayer Name:		Property Tax Account No.:	
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, 2021**. 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 include **Proof of Loss** (Examples are: FEMA or Insurance claim sheet, copy of repair estimate, paid invoices if under insurance deductible or does not meet FEMA requirements, or photos of damage.)

**Mail with first payment to:**  
 Jefferson County Tax Office  
 Disaster Payment Department  
 PO Box 2112  
 Beaumont, TX 77704-2112

**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 payment confirmation number below. You will be notified if your request is not approved. You may contact this office at 409-835-8516 or email [property@co.jefferson.tx.us](mailto:property@co.jefferson.tx.us).

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 and flooding caused by **Hurricane Laura** that began on **August 23, 2020** in the State of Texas.*

\_\_\_\_\_  
 Signature Printed Name Date

<b>FOR OFFICE USE ONLY</b>		
Approved by: _____	Date Acct Coded: _____	Form Uploaded to Acct: _____
Denied by: _____	Letter Sent on: _____	Letter uploaded to Acct: _____

## 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 by January 31st, March 31st, May 31st and July 31st.

### Qualifications

*This only applies to 2020 taxes imposed between the date of the disaster (8/23/20) and exactly one year after (8/23/21) 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 \$6,020,929.**

### Requirements

*You must provide:*

1. A **completed form**, "Request for Installment Agreement for Taxes on Property in Disaster Area" obtained from the Tax Office.
2. **One-fourth (25%) or more payment of the total amount of taxes due by January 31, 2021.** 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.
3. **Proof of Loss** in the form of FEMA or Insurance claim sheet, copy of repair estimate, paid invoices if under insurance deductible or does not meet FEMA requirements, or photos of damage.

**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, 2021.
- the **third** must be paid by May 31, 2021.
- the **fourth** must be paid July 31, 2021.

**\* Late payments shall incur in 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 for postmark cancellation date processing to insure your payment is timely.*