



City of Richmond, Virginia Real Estate Tax Escrow Payment Program

About the program:

The City of Richmond Tax Escrow Payment Program is designed to assist you in budgeting for the following year's real estate taxes. It is an easy program in which you make voluntary monthly payments. All prior years' taxes must be paid in full before you can participate in this program.

Upon completion of this form, the City will establish a payment schedule designed to help you set aside enough money each month to cover next year's tax bills. The money that you pay into this tax escrow account will earn interest based on a fixed market investment rate. Your accumulated balance will be applied to your January 14, 2011 and June 14, 2011 real estate bills.

Your payments into the program are completely voluntary. You may pay more or less than the budgeted amount, but you will be billed for any balance due. Any balance due must be paid by January 14, 2011 and June 14, 2011 in order to avoid penalty and interest and to maintain any tax exemptions.

Should you sell your home, or other listed properties, the money you have paid into your account will be refunded accordingly.

How to apply:

Complete the application on the other side of this form and mail it to:

**City of Richmond, Virginia
Department of Finance
Real Estate Collections
900 E. Broad Street, Room 100
Richmond, VA 23219**

We hope that this program will be a benefit to you by providing an easy method of paying your real estate taxes on time. If you need additional information or assistance, please call (804)646-7000.



2010 - 2011 Tax Escrow Payment Plan Application Form

**City of Richmond, Virginia
Department of Finance
Real Estate Collections
900 E. Broad Street, Room 100
Richmond, Virginia 23219**

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Telephone #: _____ **Cell Telephone #:** _____

I wish to enter into a Tax Escrow Payment Plan for the following properties:

Parcel Address	Parcel ID #	Previous Year Tax Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Please list additional properties on a separate sheet and attach to this form)

I understand my payments into this program are voluntary. In order to avoid penalties and interest and retain any tax exemptions, it is my responsibility to pay any amounts remaining due by January 14, 2011 and June 14, 2011 of the semi annual real estate billing periods.

I hereby authorize the City of Richmond to keep custody of these funds on my behalf, and to apply the balance of my account, as needed, to pay my upcoming real estate taxes.

I understand the City of Richmond’s Director of Finance will determine the interest rate effective July 1st of each fiscal year. Interest will be calculated using a fixed market investment rate.

Signature

Date