



### 2020 Second Half Payment Plan Contract

Taxpayer Name:	
Account Number:	
Select One:	<input type="checkbox"/> 3 installments due Oct 15, Nov 15, and Dec 15
	<input type="checkbox"/> 2 Installments due Nov 15 and Dec 15

I am requesting a payment plan for my 2<sup>nd</sup> half 2020 property taxes due to a financial hardship caused by the State of Emergency Declared under RCW 43.06.010 (COVID-19 Pandemic).

#### Terms and Conditions

- 2% interest will be charged on the principal amount. (1% per month for November and December)
- The Treasurer has waived the 8% late penalty. If the plan is not completed on time the penalty will be reapplied.
- The minimum payment amount is due the 15th of each month. (Payments will be the principal amount plus 2% interest split into either 2 or 3 installments.)
- If any of your payments are returned by the bank, the result will be a \$35.00 fee and cancellation of the payment plan.
- The final payment may be different depending on whether you pay extra each month. Email us at [treasurer@co.kitsap.wa.us](mailto:treasurer@co.kitsap.wa.us) for a payoff before sending the final payment.

I agree to the terms and conditions outlined above. I understand that it is my responsibility to make the minimum monthly payment by the 15<sup>th</sup> of each month and that failure to complete the payment plan will result in the 8% penalty being reapplied and may result in the denial of future payment plan applications.

Taxpayer Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

<b>For Kitsap County Treasurer Use Only:</b>		<b>Plan #: PP-2020-xx</b>
<input type="checkbox"/> Approved – Payment Plan Total-		Monthly Payment Amt-
(Notes: _____)		
Processed by- _____		Date- _____



**Meredith R. Green, CPA** 614 Division Street, MS-32 ~ Port Orchard, WA 98366-4678

**Kitsap County Treasurer** [www.kitsap.gov.com/treas](http://www.kitsap.gov.com/treas) ~ (360) 337-7135

**Payment Instructions for Plan #: PP-2020-**

Taxpayer Name:	
Account Number:	
Select One:	<input type="checkbox"/> 3 installments due Oct 15, Nov 15, and Dec 15
	<input type="checkbox"/> 2 Installments due Nov 15 and Dec 15
Minimum Due Monthly:	(calculated by Treasurer)

**Terms:** The minimum payment amount (or more) is due the 15<sup>th</sup> of each month. No reminders will be issued. If your payment is returned by the bank, the result will be a \$35.00 fee and cancellation of the payment plan. Failure to complete the plan will cause all penalties to become due. The final payment may be different than the rest. Email us at [treasurer@co.kitsap.wa.us](mailto:treasurer@co.kitsap.wa.us) for a payoff before sending the final payment.

**Pay Online**

*3rd party processing fees: Credit/Debit (2.4%), Visa Debit (\$3.95), E-check (\$0.50)*

- Go to our website at [www.kitsapgov.com/treas](http://www.kitsapgov.com/treas)
- Scroll to bottom of the home page
- Click on "Pay Miscellaneous Fees" link located under the "How Do I..." column
- Payment type is "Delinquent Payment Plan"
- Enter in the account number and the payment amount.

**Pay by Mail**

*(Personal Check, Money Order, Bill Pay)*

Kitsap County Treasurer  
PO Box 169  
Port Orchard, WA 98366

*(Please write your plan # on the check in the memo line area.)*

**Pay in Person (DROP BOX)**

*(Check, Money Order)*

Kitsap County Administration Building  
619 Division St  
Port Orchard, WA 98366

**Please check back for updates on when we will re-open our office to the public.**

*(A drop box is available in front of the Administration Building. Please do not put cash in the drop box. Please write your plan # on the check in the memo line area.)*