



Installment Plan for Secured Escape Bills

Section 4837.5 of the Revenue and Taxation Code provides that **Secured Escape assessments for *prior fiscal years*** may be paid in annual installments over a four year period at the option of the assessed if the following conditions are met:

1. The total Escape tax due is **over five hundred dollars (\$500)**.
2. The plan is initiated in writing with the SF Tax Collector no later than April 10th or by the last day of the month following the month in which the tax bill is mailed, whichever is later.
3. A payment of at least 20% of the total tax excluding delinquent penalties plus a \$50 installment plan fee per parcel is remitted.

In each succeeding fiscal year, the assessed must pay, **before April 10th**, all current year's taxes and a sum at least sufficient to reduce the outstanding balance of the escape tax by 20% of the original amount. No penalties or interest shall be charged as long as installment payments are made timely. Installment payments are accepted in the form of a check by mail or check/cash in person. Installment payments cannot be made online.

The installment plan will default if an annual payment is not made by April 10th or if any additional tax amounts or types become delinquent. If the plan defaults, the balance due will have penalties applied in the same manner as all other delinquent taxes, and is immediately due and payable in full. No further installment payments will be accepted.

I have read and understand the above terms and conditions for initiating a payment plan. I hereby agree to make the required initial payment, as well as subsequent installment payments in addition to all current year tax amounts due.

Signature: _____ Date: _____

PrintName: _____ Email: _____

Installment Plan Calculation *next installment due April* _____

Block: _____ Lot: _____ Staff: _____

Bill Number (s)	Tax Amount		Installment Amount
		x 20% =	
		x 20% =	
		x 20% =	
		x 20% =	
subtotal =			
<input type="checkbox"/> includes \$50 installment plan fee =			
total =			
<i>total is exclusive of other current or defaulted tax amounts due</i>			