

REQUEST FOR INSTALLMENT AGREEMENT FOR TAXES ON PROPERTY IN DISASTER AREA

This application is ONLY for the 2017 real and tangible personal property taxes for property in Harris County damaged by the severe weather, tornadoes and flooding caused by Hurricane/Tropical Storm Harvey that began on August 25, 2017 in the State of Texas.

Please see 'Qualifications' on next page to verify you are eligible for this benefit.

The first payment **MUST** be made or post-marked no later than **January 31, 2018** (or before the delinquency date specified on your Tax Statement). All payments may be paid by mail, in person, online www.kleinisd.net or by phone at 1-877-690-3729 (use Jurisdiction Code 5362; Customer Service Number for Forte is 1-866-290-5400, Press 1). Payments are calculated by taking the total amount due and dividing by four (4). Please contact us at 832-249-4740 if you need assistance in calculating your payment.

TAXPAYER INFORMATION

Taxpayer Name:		Property Tax Account Number:	
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, 2018**. 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 attach proof of loss (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) to this form.

Mail with first payment to:

Klein Independent School District Tax Office
7200 Spring Cypress Road
Klein, TX 77379

If you opted to make your first payment online or by phone, please list your Klein ISD payment confirmation number below. You may contact this office at 832-249-4740, by email to dept-taxoffice@kleinisd.net, or using fax number (832) 249-4038.

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, tornadoes and flooding caused by Hurricane/Tropical Storm Harvey that began on August 25, 2017 in the State of Texas.

Signature

Printed Name

Date

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 in full before the first day of the sixth month after the delinquency date which is February 1, 2018 for most accounts.

Qualifications

This only applies to taxes imposed before the first anniversary of Hurricane/Tropical Storm Harvey that began on August 25, 2017 for

1. Real property that -

a. Is:

(i) 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**

(ii) owned or leased by a business entity that had not more than the amount calculated as provided by Subsection (h) in gross receipts of no more than \$5,704,890 as determined by the Texas Comptroller 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.

b. Is located in a declared disaster area; and

c. Is damaged as a direct result of the disaster.

2. **Tangible personal property** owned or leased by a business entity as described in (b), above and subject to the same gross receipts limit.

Requirements

You must provide:

- 1 Payment in the amount of at least one-fourth (25%) of the total amount of taxes due before the delinquency date shown on your tax statement (January 31st, unless your account was late-certified). 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 Klein ISD 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.

Payments

The remaining taxes, after the first installment, may be paid without penalty or interest as follows:

- The **second** must be paid before the last day of the **first** month after the delinquency date (March 31, 2018 for most accounts).*
- The **third** must be paid before the last day of the **third** month after the delinquency date (May 31, 2018 for most accounts).*
- The **fourth** must be paid before the last day of the **fifth** month after the delinquency date. (July 31, 2018 for most accounts).*

** These dates are for accounts delinquent 2/1/18. If your account is late-certified, these dates will be determined based on when your taxes become delinquent. The first installment must be paid before the delinquency date.*

If payment is not made before the deadline (delinquency date), 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, together with any additional collection cost penalty that is or may become due under Section 33.07 or 33.08 of the Texas Property Tax code. If you pay more than the amount due for an installment, then the excess will be credited to the next installment

*Klein ISD Tax Office • dept-taxoffice@kleinisd.net • 832.249.4740
Administration Building • 7200 Spring Cypress Road, Klein, TX 77379-3299*