

York Adams Tax Bureau

Request for Extended Hardship Installment Plan

I, _____ am requesting an extended installment plan to pay my delinquent local earned income, local services and /or business privilege and mercantile tax due to financial hardship.

I understand any local earned income tax liability for the present tax year must be current and must remain current. **REQUIRED DOCUMENTATION: Proof of year-to-date earnings; earned income tax withholdings and/or estimated quarterly payments; copies of all monthly bills to document expenses; plus any other documentation or information which may be needed to document the hardship must be remitted along with this signed form.**

I understand an initial Installment Plan set up fee of \$20 will be charged to my account and penalty and interest charges will continue to accrue on outstanding tax balances until all tax balances are paid. The installment plan will be a voluntary wage attachment, if my employer agrees, or will be monthly payments equal to 10% of my gross monthly compensation until the balance of tax, penalty, interest and other costs are paid in full.

I also understand that a \$5 handling fee will be charged per payment after the 12th payment to the end of the payment plan.

Furthermore, I understand if all required documentation is not received with this application my request will be denied.

I, _____ am claiming financial hardship because:

_____ I am currently unemployed due to layoff.
Required: Termination letter from your most recent employer

_____ I am in financial crisis due to the death of my spouse.
Required: Copy of death certificate

_____ I am temporarily unable to work because of a medical condition.
Required: Signed statement from licensed physician

The above named taxpayer is under my care and is expected to be able to return to work _____, 20__.

Physician's Signature

Date

_____ I am permanently disabled.
Required: Copy of award letter from the Social Security Administration

Information provided on this form is true and correct to the best of my knowledge.

Taxpayer Signature

Date