



County of York Treasurer's Office  
Payment Arrangement Request

Candice D. Kelley  
P. O. Box 251  
Yorktown VA 23690  
(757) 890-3420  
Fax (757) 890-3439  
treas@yorkcounty.gov  
www.yorkcounty.gov/treasurer

Taxpayer Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Best Contact Number \_\_\_\_\_  
Email Address \_\_\_\_\_

Account Numbers:

I would like to request a payment arrangement for the following:

Real Estate Taxes

Explain if another tax type & list type:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to pay the following amount per month:

\$ \_\_\_\_\_

Payment arrangements must be requested by the individual on the account(s). If requesting payment arrangements on behalf of someone else, the payment arrangement letter will need to be signed by that individual. If requesting payment arrangement on behalf of a business, corporation, LLC, partnership, or any other entity; a member of the entity will have to sign the payment arrangement and provide proof they have the legal authority to sign the payment arrangement on behalf of the entity.

Payment amounts are to be stated in monthly amounts but can be remitted to the Treasurer's Office on a schedule that best works for the taxpayer as long as the amount is paid in full each month.

Failure to remit two monthly payments in a row will automatically terminate the payment agreement without further notice.

If approved, a payment agreement letter will be sent for confirmation. If the amount proposed too low to pay off the taxes in a reasonable amount of time, a letter will be sent advising the amount is too low.

Payment agreements will NOT relieve any existing delinquent collection actions for personal property taxes such as a DMV hold, Debt Setoff of Income Taxes, Warrants in Debt, etc. Payment agreements will stop future collection actions if paid as agreed.

Signature \_\_\_\_\_ Current Date \_\_\_\_\_

This form can be mailed to the address above or submitted via email to [treas@yorkcounty.gov](mailto:treas@yorkcounty.gov).