CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE

MAKE NO MARKS IN THIS AREA
7 1 1 6

Filing Deadline:
March 31, 2016

2016 Real Estate Tax Installment Plan Application

NEW APPLICANTS ONLY. 2015 Program Participants Do Not Need to File this Application.

Primary Address

Real Estate Tax Account Number

- -

Print Applicant's Name

Applicant's Social Security Number

- -

Applicant's Birth Date

- -

Print Spouse's Name

Senior Citizens Must Provide Proof of Age

Spouse's Social Security Number

- -

Spouse's Birth Date

- -

Number of Household Members

Household Income. Senior Citizens do not need to complete this section.

1. Total 2014 Gross Social Security **and** Supplemental Security Income..1. , . 0 0
2. Total 2014 Gross Pensions, Annuities, Veterans' & Railroad Retirement Benefits, and taxable portion of Individual Retirement Accounts (IRAs)...2. , . 0 0
3. Total 2014 Salary, Wages, Income from Self-Employment and Partnership Income (Do not subtract losses)..3. , . 0 0
4. Total 2014 Interest, Dividends, Capital Gains, Prizes (Do not subtract losses)..................................4. , . 0 0
5. Total 2014 Net Rental Income and Net Business Income (Do not include rent you pay; do not subtract rental or business losses from your total income)...5. , . 0 0
6. Total 2014 Other Income (Cash Public Assistance, Unemployment and Workers' Compensation, Alimony, Support Money, Gifts that are regular and periodic).....................................6. , . 0 0
7. **TOTAL HOUSEHOLD INCOME** (Add Lines 1 through 6)..7. , . 0 0

Under penalties of perjury, as set forth in 18 PA C.S. §§ 4902-4903 as amended, I swear that I have reviewed this return and accompanying statements and schedules, and to the best of my knowledge and belief, they are true and complete.

Taxpayer Signature____ Date_______________________Phone #_________________________

Preparer Signature____ Date_______________________Phone #_________________________

Rev. 10-14-2015

MAIL TO: PHILADELPHIA DEPARTMENT OF REVENUE
P.O. BOX 53190
PHILADELPHIA, PA 19105
QUESTIONS: 215-686-6442 E-MAIL revenue@phila.gov

REVENUE DEPARTMENT USE ONLY

☐ APPROVED ☐ REJECTED

REASON FOR REJECTION

☐ Incomplete or Invalid Application
☐ Off-site Mailing Address
☐ Income
☐ Other
☐ 2016 Tax Paid in Full
☐ Multiple Property Owner

Real Estate Tax Installment Application Instructions

Do not mail with your Real Estate Tax Bill

Where to file - Sign the application and mail to: City of Philadelphia
Department of Revenue
P.O. Box 53190
Philadelphia, PA 19105

This application must be filed by **March 31, 2016**.

This installment plan is only for your primary residence.

NOTE: Any changes to the deed for the property under this plan will automatically terminate your eligibility for this program.

To ensure efficient processing, print your numbers legibly.

If you are newly accepted into this plan, you will receive a coupon book for making monthly installment payments. This book will be mailed by May 1, 2016 and the first payment is due by May 16, 2016.

You will be notified in writing if this application is rejected.

If you comply with the terms of this installment plan, all additions will be waived. If any monthly payment is not paid when due, you may be removed from the plan and all taxes and additions will be due at that time.

The Department of Revenue may at any time ask you to provide proof of income.

If you are accepted into this program, you do not have to re-apply next year. You will automatically receive a 12 payment coupon book in December 2016 for the 2017 Real Estate Tax.

Area Median Income Guidelines

Household Members	Maximum Household Income
1	$28,400
2	$32,450
3	$36,500
4	$40,550
5	$43,800
6	$47,050
7	$50,300
8	$53,550

If the income from the total members of your household is lower than the corresponding income limit, you are eligible for this plan. If it is greater, you are not eligible. The following does not have to be reported:

1. Medicare benefits.
2. Food stamps or other similar relief supplied by a government agency.
3. Any property tax or rent rebate received in 2015.
4. The value of property received by inheritances.
5. The amount of any damages received, whether by civil suit or settlement agreement, on account of personal injuries or sickness.
6. Life insurance benefits and other insurance proceeds.
7. Overtime.
8. Backpay; severance pay; bonuses, tuition reimbursements; loan dispersals; federal or state income tax refund; lump sum payment of benefits.
9. Supplemental Nutrition Access Program (SNAP) or any other form of surplus food or other relief in kind supplied by a governmental agency.

Senior Citizen or Low Income Taxpayers

To be a senior citizen you must be at least 65 years old during 2016, or have a spouse living in the household who will be at least 65 years old during 2016. Proof of age must be provided.

Do not send original documents as proof of age; only photocopies will be accepted.

To be a low income taxpayer you must have annual income up to and including 50% of area median income. See chart above.