



**City of Lebanon – Finance Department**

**COVID-19 PROPERTY TAX PAYMENT PLAN REQUEST**

**ALL INFORMATION MUST BE COMPLETE FOR APPLICATION TO BE REVIEWED**

**Applications will be accepted beginning July 1, 2020.**

**You are ineligible to apply if property taxes are currently in arrears for prior years.**

**Return completed application to the Finance Department via email to [Finance@LebanonNH.gov](mailto:Finance@LebanonNH.gov) or by mail to: City of Lebanon - Finance Dept., 51 N. Park Street, Lebanon, NH 03766**

**SECTION 1 – PROPERTY INFORMATION**

Address: \_\_\_\_\_  
HOUSE NUMBER STREET NAME APT NUMBER

Map & Lot: \_\_\_\_\_  
MAP LOT ACCT NUMBER (if applicable) To obtain your Map/Lot #, click the following link: <https://qpublic.net/nh/lebanon/>

**SECTION 2 – APPLICANT INFORMATION**

Applicant: \_\_\_\_\_  
FIRST NAME LAST NAME

Company Name (if applicable): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you received any State or Federal funds: \_\_\_ YES\* \_\_\_ NO

\*Please list date(s), agency, and amount received: \_\_\_\_\_

**SECTION 3 – PAYMENT PLAN REQUESTED**

Requested Payment Frequency/Amount\*:

- \_\_\_ Monthly/\$\_\_\_\_\_ Requested Payment Amount
- \_\_\_ Quarterly/\$\_\_\_\_\_ Requested Payment Amount
- \_\_\_ Other: \_\_\_\_\_

*\*If no amount is indicated, default installment amount will be monthly equal payments.*

Grace Period: Beginning July 2<sup>nd</sup> to August 2<sup>nd</sup>, there will be a reduction in the percentage on 2020 unpaid taxes to an annual rate of 1%. Effective August 3<sup>rd</sup> taxpayers, who have not received an approved payment plan, will be charged an annual rate of 8% on unpaid property taxes.

Failure to make timely payments will subject you to any and all collection actions, including liens. There is no penalty for early payments or payment in full.

**SECTION 4 – INSTRUCTIONS**

**SUMMARY OF AGREEMENT RULES**

In accordance with the State of NH Governor’s Emergency Order #56 Pursuant to Executive Order 2020-04 as Extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10 as follows:

*“Municipalities are authorized, during the State of Emergency declared in Executive Order 2020-04, as extended by Executive Orders 2020-05, 2020-08, 2020-09, and 2020-10, as may be extended by further Executive Order, to enter into agreements with property taxpayers for the payment of property taxes on an agreed schedule, which may include a reduction or waiver of any interest on such taxes. This authority may be exercised with respect to any property taxes assessed for the tax year beginning April 1, 2020, any taxes due for prior years, or both.”*

The terms of the agreement will pertain to the length of the COVID-19 crisis and may be further extended by order of the NH Governor. Interest rate of 1% will continue to accrue on any unpaid amount until the agreement is paid in full. If you fail to make your scheduled installment payments or any new taxes on the property, the agreement is considered in default and will be automatically cancelled. This agreement will be automatically modified following the December 2020 tax billing and you will be notified of the increased payment amount. **Length of payment plan will not extend beyond April 30, 2021.**

**MAKING PAYMENTS**

Payments should be made payable to the City of Lebanon and mailed to City of Lebanon, Tax Collector, Payment Plan, 51 N. Park Street, Lebanon, NH 03766 or paid online at <https://lebanonnh.gov/732/Pay-Your-Bill-Online>.

**SECTION 5 – PAYMENT PLAN AGREEMENT**

All payments must be made payable to the City of Lebanon, Tax Collector.

Failure to make timely payments will subject you to any and all collection actions, including liens. There is no penalty for prepaid installments.

I certify that I have been affected by COVID-19, either by illness or loss of employment or business revenue.

I understand that if I do not make payments on schedule in accordance with the payment plan, I will be in default of the agreement and the payment plan will be considered in default and automatically cancelled.

I certify that the property being applied for does not have an open bankruptcy proceeding.

This application is being signed under a good faith basis, and the information provided is true to the best of my/our knowledge.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Date*

Applications will be reviewed by the Board of Assessors and you will be notified regarding the status of your application. For questions, please contact the Finance Department at (603) 448-0682 or email [finance@lebanonnh.gov](mailto:finance@lebanonnh.gov).

**FOR OFFICIAL USE ONLY**

\$ \_\_\_\_\_      \$ \_\_\_\_\_      \_\_\_ Monthly      \_\_\_ Quarterly      \_\_\_\_\_  
Amount Currently Owed      Payment Amount                     Payment Due Date

Other \_\_\_\_\_

Date Reviewed by Board of Assessors: \_\_\_\_\_      \_\_\_ Approved      \_\_\_ Denied\*

\*Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_