

**Office of the Treasurer-Tax Collector
Contra Costa County**

REQUEST FOR PENALTY CANCELLATION – COVID-19 IMPACT

(Revised July 1, 2020)

SEE BACKSIDE OF THIS FORM FOR REQUIRED PAYMENT AMOUNT TO SUBMIT WITH THIS REQUEST

I. Assessee Information:

Name(s):		
Parcel / Account Number:	Primary Residence: <input type="checkbox"/>	
Mailing Address:		
City:	State:	Zip Code:
Daytime Phone No. ()	Alternate Phone No. ()	
Email Address (Optional):		

II. Check the type of tax bill being requested for penalty cancellation:

FY 2019-2020 Redemption Tax (Secured/Supplemental) Unsecured Tax
FY 2020-2021 Secured Tax Supplemental Tax Unsecured Tax

III. Check the reason for the request as related to impact of COVID-19:

Economic/Financial Hardship Government Health Order Other Circumstances

IV. Describe in detail the reason(s) for making this request. You must satisfactorily demonstrate to the Tax Collector that you suffered an economic/financial hardship, and/or an inability to tender payment of taxes due to the COVID-19 pandemic, or any local, state or federal response to COVID-19.

The failure to pay the property taxes timely was due to circumstances beyond my control, occurred in spite of the exercise of ordinary care, there was no willful neglect involved, and was for the following reason(s).

(Attach additional pages if necessary)

I declare and certify under penalty of perjury that the information contained in the foregoing statement is true and correct and that I am signing as the assessee of record or his/her authorized agent.

Signature of Assessee or Authorized Agent

Date

PLEASE CAREFULLY REVIEW THE FOLLOWING IMPORTANT INFORMATION BEFORE COMPLETING AND SUBMITTING YOUR REQUEST

INSTRUCTIONS:

1. Use of this Request form is limited to taxes becoming delinquent **between** March 4, 2020 and May 6, 2021.
2. A separate Request form must be submitted for each property tax bill you are requesting penalty cancellation.
3. Under [Executive Order N-61-20](#), a taxpayer may submit a Request form for the following types of properties:
 - a. Owner-occupied residential real property **except** property for which taxes are paid through an impound account.
 - b. Real property owned and operated by a taxpayer that qualifies as a small business under the Small Business Administration's Regulations.
4. Complete all sections of the Request form, then sign and date it. *Incomplete Request forms will be denied.*
5. Make check payment to submit with the Request form for the total amount of the following, *where applicable*:

For 2019-2020 Taxes

Choose either one of the following:

- a. Full amount of all taxes that qualify for penalty cancellation, excluding penalties and interests, or
- b. Partial amount per COVID-19 Installment Agreement. A minimum of 20% is required for the initial payment with the balance paid in full by May 6, 2021. See our website www.cctax.us for details.

For 2020-2021 Taxes

- a. Full amount of unpaid taxes, excluding penalties, that became delinquent **before** May 6, 2021.

6. Attach all available supporting documentation to substantiate your request. Please redact social security numbers and any other confidential information on your supporting documentation. If documentation is not available, please indicate that in your description in section IV of this form.

Examples of supporting documentation may include, but are not limited to, the following:

- Note from physician or medical staff or hospital release form indicating COVID-19 related illness
- Employer notification of business closing or employment release due to COVID-19 Health Orders
- Documents showing owner/operator unable to conduct business due to COVID-19 Health Orders

7. Mail the completed and signed form, all installment coupon(s), supporting documentation and payment to:

**CCC Tax Collectors Office
Attn: COVID-19 Penalty Relief
P.O. Box 631
Martinez, CA 94553**

If after review your request for penalty cancellation is denied, your check payment will be returned to you, and you will be given a certain amount of time to remit a full payment *including penalty* or to submit additional documentation. If the taxes are not paid in full by May 6, 2021, all penalties, costs and interest will also be due.

For Office Use Only

Date Received: _____ Payment Submitted: _____ (Y/N)

Approved: _____ Denied: _____ By: _____ Date: _____