

**Treasurer-Tax Collector's**

625 Court Street  
Finance Building, Room 100  
P. O. Box 631  
Martinez, California 94553-0063  
PHN: (925) 957-5280



**Contra  
Costa  
County**

**Office Use Only**

Review date: \_\_\_\_\_

By: \_\_\_\_\_

APPROVED \_\_\_ DENIED \_\_\_

**COVID-19 INSTALLMENT AGREEMENT**

**PLEASE READ CAREFULLY**

A REQUEST FOR PENALTY CANCELLATION – COVID-19 IMPACT FORM MUST BE COMPLETED AND ATTACHED.

**If your Request for Penalty Cancellation—COVID-19 Impact is approved for relief of penalty on qualifying 2019-2020 property taxes, you may be eligible to make installment payments toward these taxes under the following terms:**

1. This Agreement is to be used solely for the making of partial payments toward Fiscal Year 2019-2020 taxes that became delinquent after March 4, 2020, due to causes related to the COVID-19 pandemic.
2. The initial payment must be a minimum of 20% of the total amount of the qualifying 2019-2020 property taxes. This payment should be submitted with the Request for Penalty Cancellation—COVID-19 Impact.
3. The final payment for the balance of the qualifying 2019-2020 property taxes must be received in the Tax Collector's Office by close of business on May 6, 2021
4. While under this Agreement, your Fiscal Year 2020-2021 property tax installments must be paid in full on or before May 6, 2021, to avoid penalties. No partial payment can be made toward any of these installments.
5. If the taxes covered under this Agreement are not paid in full by May 6, 2021, a new installment plan cannot be initiated until July 1, 2021, and ALL penalties, costs, and interest will be applied on the original tax amount.

Partial payments may be made at any time during the term of this installment plan by mailing a check to:

**Contra Costa County Tax Collector  
Attn: COVID-19 Installment Agreement  
P.O. Box 631  
Martinez, CA 94553**

To assure posting of payment to correct tax account, please include the parcel number on the check. Payments by cash, credit or debit card may be made in person by appointment only by calling 925-957-5280. Final payments may also be made online after the Agreement is set up and penalties have been cancelled.

For questions about your installment plan, email [taxinfo@tax.cccounty.us](mailto:taxinfo@tax.cccounty.us) or call (925) 957-5280 Mon-Fri, 9am-4pm.

**To the Contra Costa County Tax Collector,**

I have read and understand the above terms of this COVID-19 Agreement for placing my qualifying Fiscal Year 2019-2020 taxes on an installment plan. I hereby agree to make the final payment on or before May 6, 2021. Attached is my first payment of 20% or more of the tax amount (*rounded up to the nearest five dollars*), or \$\_\_\_\_\_, to initiate the installment plan. I also agree to pay all current taxes coming due in Fiscal Year 2020-2021 on or before May 6, 2021.

Default Yr/No: \_\_\_\_\_ Bill/Parcel No.: \_\_\_\_\_ Check No: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please SIGN and mail this Agreement along with the Request for Penalty Cancellation—COVID-19 Impact form and a check payment to the above address upon completion.**