

**OFFICE OF THE LIEUTENANT GOVERNOR
DIVISION OF REAL PROPERTY TAX
OFFICE OF THE TAX COLLECTOR**

**Appointment Request for an
Installment Payment Agreement (IPA)**

Email completed form with copy of ID to paymentplans@lgo.vi.gov

<u>Payor Information</u>	
Payor – Name:	Date:
Payor – Residential Address:	
Payor – Mailing Address:	
Payor – Email Address:	
Payor – Home Telephone Number:	
Payor – Cell Number:	
Payor – Alternate Contact:	
Payor – Alternate Contact Telephone Number:	
<u>Parcel Information - ONE PARCEL ONLY</u>	
12-Character Parcel ID (Found on your Tax Bill):	
Parcel Legal Description:	
Parcel Owner of Record:	

*** Please include a copy of the front and rear of a valid government-issued ID**

Installment Payment Agreements (IPAs or Payment Plans) require a deposit payment of 15% of the total of all taxes, sewer fees, interest and penalties that has accrued naturally by Virgin islands Code, due to be paid on the day that the plan is signed and activated.

If the remaining balance after deposit is \$2,000 or less, we can offer 12 months to repay.

If the remaining balance after deposit is \$2,001 to \$5,000, we can offer 24 months to repay.

If the remaining balance after deposit is \$5,001 or more, we can offer 36 months to repay.

If a payment plan is activated for a property parcel and remains in current payment status, the parcel will not be included on future delinquency publications or the auction process. Taxpayers are responsible for paying tax bills that are issued subsequent to the Installment Payment Agreement. For Off-Island customers, payments may be made by using our Single-Use Credit Card Authorization Form, which will be sent with a Parcel Status Report.

[DONOTSUBMITPAYMENTSFORANINSTALLMENTPAYMENTAGREEMENTONOURWEBPORTAL](#)

Upon the receiving the completed form, the Office of the Tax Collector will email a Parcel Status Report and Single-Use Credit Card Authorization Form. The Status Report will highlight the total balance as of the proposed date of the Installment Payment Plan signing. We will also assign an appointment date and time for the IPA signing.

THIS DOCUMENT IS NOT AN INSTALLMENT PAYMENT PLAN