

**City of Philadelphia  
Year 2009  
Real Estate Tax  
Installment Plan Application**

MAKE NO MARKS IN THIS AREA

7 1 0 9

Filing Deadline: February 28, 2009

**NEW APPLICANTS ONLY**

**2008 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

Spouse's Social Security Number

   -   -    

Spouse's Birth Date

  -   -    

**Payment Plan**

**Low Income**

(Choose up to 8 payments)

**Low Income Senior Citizen**

(Choose up to 20 payments)

 

**Total Members of Household**

(To determine eligibility, compare total income to members of household per chart on reverse.)

 

**Household Income**

1. Total 2007 Gross Social Security <b>and</b> Supplemental Security Income (Medicare premiums must be included).....1.	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	. 0 0
2. Total 2007 Gross Pensions, Annuities, Veterans' & Railroad Retirement Benefits, and taxable portion of Individual Retirement Accounts (IRAs).....2.	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	. 0 0
3. Total 2007 Salary, Wages, Bonuses, Commissions, Income from Self-Employment and Partnership Income (Do not subtract losses).....3.	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	. 0 0
4. Total 2007 Interest, Dividends, Capital Gains, Prizes (Do not subtract losses).....4.	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	. 0 0
5. Total 2007 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.	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	. 0 0
6. Total 2007 Other Income (Cash Public Assistance, Unemployment and Workers' Compensation, Alimony, Support Money, Gifts totaling more than \$500, Life Insurance Death Benefit Payments exceeding \$10,000 per person).....6.	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	. 0 0
7. <b>TOTAL HOUSEHOLD INCOME</b> (Add Lines 1 through 6).....7.	<input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/>	. 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 # \_\_\_\_\_

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

Rev 7-11-2008 V.3

**REVENUE DEPARTMENT USE ONLY**

**REASON FOR REJECTION**

- APPROVED     REJECTED     Incomplete or Invalid Application     Income  
 Off-site Mailing Address     Other

# 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 **February 28, 2009**.

**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, 2009 and the first payment is due by May 15, 2009.

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 2009 for the 2010 Real Estate Tax.**

<b>Household Income Guidelines</b>	
Household Members	Maximum Household Income
1	\$35,816
2	\$37,321
3	\$39,200
4	\$40,887
5	\$43,661
6	\$45,212
7	\$47,212
8	\$49,463
9	\$52,150
10	\$54,776

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 2008.
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. The first \$10,000 from the total life insurance death benefits received.
7. The first \$500 from total of all gifts of property or cash received outside of the household.
8. All gifts of property or cash between members of a household.

## Senior Citizen Low Income Taxpayers

**To be a senior citizen low income taxpayer, you must be at least 65 years old during 2009, or have a spouse living in the household who will be at least 65 years old during 2009.**

A payment plan of 9 payments or more will extend into the 2010 tax year. If you choose such a plan, you must send proof of age with your application. Do not send original documents; only photocopies will be accepted.

**A payment plan of 9 payments or more will cause a lien to be placed against your property. You will have to pay the \$20 lien cost to have the lien removed as this charge is not included in your monthly payments.**