



CITY OF PHILADELPHIA  
DEPARTMENT OF REVENUE  
P.O.Box 806, Zip code 19105-0806

ACCOUNT:

RE: SSN/EIN: XXX-XX-

Dear

Thank you for wanting to join the more than 9 in 10 Philadelphia businesses who are compliant with City taxes. If you act now by making a lump sum payment or entering into a payment agreement, you can prevent further enforcement action and avoid additional interest and penalty charges. From your last bill, your current balance is:

Principal:

Interest:

Penalty:

Total:

#### Payment Options

If you opt to make a lump sum payment within 30 days of this letter, 100% of the penalty will be waived. If you need more time, we can offer agreements with a 20% down payment and up to 60 months to pay the balance. The shorter the agreement term, the bigger discount on penalty we can offer you.

PAYMENT PLAN	PENALTY DISCOUNT	AMOUNT DUE	DOWN PAYMENT	MONTHLY PAYMENT	SAVINGS
Lump Sum	100%		N/A	N/A	
12 Month	90%				
24 Month	80%				
36 Month	60%				
48 Month	40%				
60 Month	20%				

#### Next Steps

- Select your Payment Option
- Complete & return the attached form within 30 days of the date on this letter.
- Make your down payment within 30 days of the date on this letter.
  - Pay online at [www.phila.gov/pay](http://www.phila.gov/pay) (eCheck is free!) OR
  - Enclose a check or money order with your completed form

Questions? Email me at [revenue@phila.gov](mailto:revenue@phila.gov) or call (215)-686-6600.

Sincerely,



CITY OF PHILADELPHIA  
DEPARTMENT OF REVENUE  
P.O.Box 806, Zip code 19105-0806

## PREFERRED PAYMENT AGREEMENT OPTIONS

ACCOUNT:

RE: SSN/EIN XXX-XX-

Current Balance:

Principal:

Interest:

Penalty:

Total:

### Payment Options

Please mark your selected payment option. These payment offers are valid for 30 days from the date on this letter. You will be receiving full terms after you make your selection.

SELECT ONE	PAYMENT PLAN	PENALTY DISCOUNT	AMOUNT DUE	DOWN PAYMENT	MONTHLY PAYMENT	SAVINGS
	Lump Sum	100%		N/A	N/A	
	12 Month	90%				
	24 Month	80%				
	36 Month	60%				
	48 Month	40%				
	60 Month	20%				
	I reject this offer					

If you choose to reject this offer you have the right to appeal to the Tax Review Board. You can obtain a petition for appeal at <http://www.phila.gov/trb/pdfs/TRBPETITION.pdf>

By accepting an offered Payment Option, I agree to make the required payments. I understand that failure to make the required payments may result in reinstatement of penalties and enforcement action. By accepting a Payment Option, I waive the right to appeal to the Tax Review Board for the taxes covered in this offer. If I choose to reject this offer and/or appeal to the Tax Review Board, the Payment Options offered become null and void.

Signature:

**Return this form with your down payment within 30 days in the self-addressed stamped envelope OR by email to [revenue@phila.gov](mailto:revenue@phila.gov).  
Pay online at [www.phila.gov/pay](http://www.phila.gov/pay).**