CITY OF RICHMOND • DEPARTMENT OF FINANCE WAIVER OF PENALTY AND INTEREST APPLICATION

PENALTY and INTEREST is assessed on any tax amount not paid by the designated due date per Code of Virginia §58.1-3903. It is advised that you thoroughly review Section §58.1-3916 of the Code of Virginia to understand your rights and the basis upon which the Director of Finance may grant a waiver of penalty and/or interest. **BE ADVISED** that interest shall continue to accrue during the review of your application. Include all supporting

documentation with this application. **TAXPAYER NAME:** OWNER | AGENT: **MAILING ADDRESS PHONE** E-MAIL TAX TYPE(S) IN DISPUTE ☐ BUSINESS PROFESSIONAL OCCUPATIONAL LICENSE (BPOL) **BILL NUMBER:** ACCOUNT NUMBER: **INTEREST & PENALTY AMOUNT TAX YEAR** JUSTIFICATION FOR PENALTY & INTEREST WAIVER (INCLUDE RELEVANT CODE OR ORDINANCE) ☐ BUSINESS TANGIBLE PERSONAL PROPERTY (BPP) **ACCOUNT NUMBER: BILL NUMBER: INTEREST & PENALTY AMOUNT TAX YEAR** JUSTIFICATION FOR PENALTY & INTEREST WAIVER (INCLUDE RELEVANT CODE OR ORDINANCE) EXCISE TAX: ☐ ADMISSIONS ☐ LODGING ☐ MEALS **ACCOUNT NUMBER: BILL NUMBER: INTEREST & PENALTY AMOUNT TAX YEAR** JUSTIFICATION FOR PENALTY & INTEREST WAIVER (INCLUDE RELEVANT CODE OR ORDINANCE)

Taxpayer Signature

Date

CITY OF RICHMOND • DEPARTMENT OF FINANCE WAIVER OF PENALTY AND INTEREST APPLICATION

CITY OF RICHMOND USE			
Form Received by (PRINT):			
Tax Representative Signature:		Date:	
	REVENUE ADMINISTRATION RI	EVIEW	
Waiver Reviewed by (PRINT):			
Summary of Review:			
APPLICATION ADVISEMENT:	PENALTY WAIVER	☐ APPROVAL	☐ DENIAL
	INTEREST WAIVER	☐ APPROVAL	☐ DENIAL
Unit Manager Signature:		Date:	
Operations Manager Signature:		Date:	