



## 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.

<b>TAXPAYER NAME:</b>			
<b>MAILING ADDRESS</b>			
<b>PHONE</b>		<b>E-MAIL</b>	

**TAX TYPE(S) IN DISPUTE**☐ **REAL ESTATE**

<b>ACCOUNT NUMBER:</b>		<b>BILL NUMBER:</b>	
<b>INTEREST &amp; PENALTY AMOUNT</b>		<b>TAX YEAR</b>	

**JUSTIFICATION FOR PENALTY & INTEREST WAIVER (INCLUDE RELEVANT CODE OR ORDINANCE)**


☐ **MOTOR VEHICLE PERSONAL PROPERTY**

<b>ACCOUNT NUMBER:</b>		<b>BILL NUMBER:</b>	
<b>INTEREST &amp; PENALTY AMOUNT</b>		<b>TAX YEAR</b>	

**JUSTIFICATION FOR PENALTY & INTEREST WAIVER (INCLUDE RELEVANT CODE OR ORDINANCE)**


☐ **BUSINESS TAXES**

<b>ACCOUNT NUMBER:</b>		<b>BILL NUMBER:</b>	
<b>INTEREST &amp; PENALTY AMOUNT</b>		<b>TAX YEAR</b>	

**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): \_\_\_\_\_

## REVENUE ADMINISTRATION REVIEW

Waiver Reviewed by (PRINT): \_\_\_\_\_

## Summary of Review:


## APPLICATION ADVISEMENT:

PENALTY WAIVER.....

☐ APPROVA☐ DENIAL

INTEREST WAIVER.....

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☐ DENIAL☐ APPROVA

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Director of Revenue Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Finance Signature: \_\_\_\_\_

Date: \_\_\_\_\_