



A Tradition of Stewardship
A Commitment to Service

Treasurer – Tax Collector
Central Collections
1195 Third St.
Suite 108
Napa, CA 94559
www.countyofnapa.org
Main: (707) 253-4312
Fax: (707) 253-4337

Robert G. Minahen
Treasurer – Tax Collector

REQUEST FOR PENALTY CANCELLATION – COVID-19 IMPACT

THIS REQUEST IS ONLY APPLICABLE FOR PROPERTY TAXES WITH A DELINQUENT PENALTY DATE FROM MARCH 4, 2020 THROUGH MAY 6, 2021.

Assessee Information:

Please check which tax bill you are requesting a penalty cancellation:

Secured Tax Bill:

Unsecured Tax Bill:

Supplemental Tax Bill:

Applicant Name:		
Assessor's Parcel Number (APN):		
Mailing Address:		
City:	State:	Zip Code:
Daytime Phone No.:		
Email Address (Optional):		

Reason for Request of Penalty Cancellation – COVID-19 Impact:

Economic/Financial Hardship:

Health Concerns:

Other:

Please fully describe the reason(s) for making this request. The reason for this request must be associated with an economic/financial hardship resulting in the inability to pay and/or to tender payment due to the County's or State's stay at home order or other circumstances associated with the COVID-19 pandemic.

The failure to pay timely was due to circumstances beyond my control, occurred in spite of the exercise of ordinary care, involved no willful neglect, and was for the following reason(s). Attached additional pages if necessary:

I declare and certify under penalty of perjury that the information contained in the foregoing statement is true and correct and that I am signing as the assessee of record or his/her authorized agent.

Signature

Date

PLEASE REVIEW THIS IMPORTANT INFORMATION BEFORE COMPLETING AND SUBMITTING YOUR REQUEST

INSTRUCTIONS:

1. Complete the Assessee Information section, sign, and date the form.
2. Attach all supporting documentation to substantiate your request. Please redact any social security numbers or confidential information on your support documentation.

Examples of supporting documentation may include, but are not limited to, the following:

- Note from physician or medical staff
 - Hospital release form indicating date of admission
 - Employer notification of employment release due to COVID-19
 - Employer notification of business closing/reducing operations due to COVID-19
 - Document showing owner/operator unable to conduct business due to COVID-19 and did not have sufficient resources to make payment in full (additional documentation will be required during review)
3. The Treasurer-Tax Collector requests that the completed and signed form be submitted no later than June 20, 2020 to:

Napa County Treasurer-Tax Collector
1195 Third Street, Suite 108
Napa, CA 94559

The assessee will be notified if the penalty cancellation is conditionally granted or denied. In no event should submission of the form and payment of the original taxes be made later than the first available opportunity. If conditionally granted, the assessee **must** make full payment of taxes no later than May 6, 2021 or any conditionally granted penalty cancellation will be revoked. If after review, the penalty cancellation application is denied, **the assessee will receive notice that the penalties are due and payable.**

A link to Governor Newsom's Executive Order N-61-20 addressing late property tax payment penalty waivers and qualifications is below. The Executive Order pertains to residential real property occupied by the taxpayer and small businesses as defined by the SBA, among other qualifications:

<https://www.gov.ca.gov/wp-content/uploads/2020/05/5.6.20-EO-N-61-20-text.pdf>

For Tax Collector Use Only

Date Received: _____ Payment Submitted: _____ (Y/N)

Approved: _____ Denied: _____ By: _____ Date: _____