Kendra L. Dove
County Treasurer

Richland County
Office of County Treasurer

P.O. Box 11947
Columbia, SC 29211
803-576-2270
TTD # 803-576-2045

Notice # _____ Tax Map #_____ Name on Notice _____ Amount _____

Property Location / Address _____

I, _____, agree to pay my _____ taxes as follows:

Payments of $ _____ next payment is due on _____.

1. Participation in the Planned Payment Program **does not waive any penalties, cost or fees that must be added under South Carolina Law** to any Richland County tax bill not paid in full by January 15th. _____Int

2. Participation in the Planned Payment Program **does not prevent the taxpayer from receiving additional warning notices required by South Carolina Law.** Those notices are: mailed Execution Notice (April); mailed certified Official Notice of Levy (June); a delinquent notice placed on the property (July); and advertisement in the local newspapers (October). **These notices will continue to be issued per South Carolina Law until full tax payment is received or the property is sold at auction.** _____Int

3. Richland County will hold scheduled payment until the total amount (s) due is satisfied. **When the final payment is collected, all payments will be applied to fulfill the tax bill.** _____Int

4. **A $30.00 fee will be charged if any payment is returned for insufficient funds.** Payment of the returned check must be in certified funds or cash. Two (2) returned checks and you will be removed from the Planned Payment Program. _____Int

5. **No personal checks will be accepted after September 3**0th _____Int

6. The Planned Payment Program cannot schedule payments to be accepted after September 30th any remaining balance after September 30th must be paid in full. _____Int

7. Failure to comply with the above conditions may result in removal from the Planned Payment Program. Upon removal, all funds will be returned to the taxpayer, and the full tax balance must be paid in one lump sum prior to the public auction of the property _____Int

Signature: _____ Address: _____

Date: _____ Phone #: _____

Note: Execution Cost is not reflected on your _____ tax bill. Execution cost will be added in May to your Planned Payment Account.

Make Check Payable to: Richland County Treasurer
Mail to: Richland County Treasurer, Attn: Planned Payment PO Box 11947 Columbia, SC 29211
Online Payments: www.richlandcountysc.gov select Online Payments then Planned Payments
Coordinator: Todd Duckett (803) 576-2270 Email: duckett.todd@richlandcountysc.gov

SAMPLE CONTRACT