



Berks EIT Bureau (BEITB) Individual Payment Plan Guidelines

The BEITB provides a program to assist individual taxpayers who are delinquent in payment of their individual earned income tax liability. This written agreement allows individual taxpayers to make monthly installments of taxes due plus penalties and interest.

General Guidelines:

- A taxpayer is only permitted to be on one (1) payment plan at a time – multiple payment plans are not permitted.
- One (1) payment plan for multiple tax years is acceptable.
- Interest and penalties are calculated to the start date of the agreement.
- Taxpayer must be compliant for all relative tax years
- The payment plan is a request, not a guarantee. The agreement is only considered established when authorized by BEITB and signed by taxpayer.
- Once authorized by BEITB, please allow 2-3 weeks for paperwork to be processed and mailed to taxpayer.

Financial Guidelines:

- The payment plan set up fee is \$25.00.
- No payment plan duration will exceed 12 months.
- A down payment of 25% of the outstanding tax liability (1st payment) is due at signing of the payment plan agreement. The 2nd payment is due by the end of the following month and each month thereafter. For example, 1st payment is made any date in June, the 2nd payment is due by the end of July and each month thereafter.
- In addition, a \$5.00 per payment processing fee will be incorporated into the payment plan agreement.
- Payments can be made via cash (at our office only), check, credit card payments through www.officialpayments.com (fees apply), or automatic debit payments. Payment option details will be mailed upon acceptance of payment plan.
- A bad check (NSF/closed account) will incur an additional \$50.00 fee and may result in legal action against you.
- Failure to make a payment of the amount due - and at the time set forth in the agreement - will result in the cancelation of your payment plan. Additionally, your balance due may be turned over to a collection agency with no additional communication to the taxpayer (additional interest, penalties and/or fees may apply).

To request a payment plan with BEITB, please email Jessica Miller at jmiller@berkseit.com or contact our office using the information below. Include copies of tax returns supporting total amounts owed. Our office hours are Monday through Friday 8:00 AM – 4:30 PM.

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