



Office of the Treasurer-Tax Collector
 SHARI L. FREIDENRICH, CPA, CCMT, CPFA, ACPFIM



P.O. Box 1438
 601 N. Ross Street, Second Floor
 Santa Ana, CA 92702-1438

ocgov.com/octaxbill

PENALTY CANCELLATION REQUEST FORM (COVID-19 Only)
(Requests Must Be Submitted Between 4/11/2020 and 6/30/2020)

This penalty cancellation request form should be used by those taxpayers who are directly impacted by COVID-19. All requests should include available documentation showing why you were unable to make your property tax payment on time due to **COVID-19**.

Name of Applicant(s):
Name(s) Firm Name (if applicable)

Mailing Address:
Number and Street

City, State, Zip Code Daytime Phone Email Address

Parcel #(s) and/or Address:
Please list all pertinent parcel numbers, attach a list if necessary.)

Base Property Tax Amount Owed: \$ (MAKE CHECK PAYABLE TO COUNTY OF ORANGE)

Directions:

1. Complete and return this application and available documentation by email to: ttcinfo@ttc.ocgov.com* (only if taxes are paid online). Please redact all personally sensitive information as e-mails are not encrypted and are not secure.
 By mail: [County of Orange, Attn: Treasurer-Tax Collector, P.O. Box 1438, Santa Ana, CA 92702-1438](#)
2. Include a check payable to "County of Orange" for the amount owed on 4/10/2020 (base tax amount without penalties/costs).
3. Include all available documentation that supports your circumstances provided below.

In the area below, please fully describe the circumstances that led to your late payment, providing as much detail as possible. Additional space is provided on page two. You may use a separate sheet of paper if necessary. Please include available documentation supporting these circumstances.

I declare and certify under penalty of perjury under the laws of the State of California that the information and the attached documents are true and correct, that the failure to pay timely was due to circumstances beyond my control, occurred in spite of ordinary care, there was no willful neglect involved in the payment of the base property tax amount owing on 4/10/2020 and that I sign as the assessee of record or as his/her authorized agent.

Printed Name:

Signature:

Date:

For TTC use only

Approved by: _____

Date: _____

REQUEST FOR CANCELLATION OF PENALTIES (COVID-19 ONLY)

PLEASE READ BEFORE COMPLETING YOUR REQUEST

Please note that, pursuant to the relevant sections of the California Revenue & Taxation (R&T) Code, penalties attach by operation of law and may only be canceled under specific conditions as authorized under the R&T Code.

A taxpayer may request cancellation of a penalty assessed on a secured or unsecured property in writing or by submitting a completed and signed penalty cancellation request form. The first installment with penalties must also be included if it is unpaid. We cannot process a second installment payment until the first installment is paid. In general, the Treasurer-Tax Collector will respond to a request within four to six weeks. We plan to process these as quickly as possible.

Approval of a Penalty Cancellation Request

If the request for penalty cancellation is approved, the Treasurer-Tax Collector will respond in writing by mailed letter or email to the taxpayer confirming the cancellation.

Denial of a Penalty Cancellation Request

If the request for penalty cancellation is denied, the Treasurer-Tax Collector will respond in writing to the taxpayer explaining the reason for the denial. In addition, you will be required to submit a payment for the penalty amount within 30 days of the date provided on the notification.

If you have additional questions or need assistance, please call our office at (714) 834-3411 between 9 a.m. and 5 p.m., Monday-Friday. Please mail the completed penalty cancellation request form, check and documentation to P.O. Box 1438, Santa Ana, CA 92702-1438. Alternatively, you may drop it off in our payment drop box at 601 N. Ross Street, where adjacent metered parking is available.

Below is additional space to detail the circumstances that led to your late payment.