

INSTRUCTIONS:

1. Complete form
2. Print and Sign
3. Mail in with payment to create your Pre-Payment Plan.

Please note: Future payments can be made online once your Pre-Payment Plan is created.

Albert Uresti, MPA, PCC

Office of the Tax Assessor - Collector

**AGREEMENT FOR ESTABLISHMENT OF A PREPAYMENT (ESCROW) ACCOUNT FOR
THE 2020 PROPERTY TAXES**

ACCOUNT NO: _____ ESTIMATED 2020 TAXES \$ _____ (Last Year's Amount)

NAME: _____

ADDRESS: _____ MONTHLY PAYMENT \$ _____
(Minimum payment of \$25.00)

LEGAL DESCRIPTION: _____

I hereby agree to make monthly payments in the amount specified above to the Office of the Bexar County Tax Assessor-Collector. The payments are to be placed into an escrow account for the pre-payment of the 2020 property taxes for the above referenced account. **Payments may be made monthly in the amount noted above or in any amount designated by the property owner.** It is important to note that **pre-payments** for tax year 2020 may be made until the **15th of September 2020.** **There are no assessed fees for late, reduced, or missed payments.**

I understand that the total amount to be paid is an estimate of the 2019 taxes based on the amount of taxes paid to all of the taxing units collected by the Office of the Bexar County Tax Assessor-Collector.

On October 1 or as soon as the tax bill is prepared, I request that the total amount paid into the account be applied toward the payment of the 2020 taxes. **I understand that if the amount deposited from this payment plan is not sufficient to pay the entire tax due, the amount deposited will be applied proportionately to each taxing unit. Thereafter, I am to be provided with a statement for the remaining balance due in October.**

If the total amount of pre-payments is greater than the amount of tax due, I will be issued a refund of any amount in the account in excess of the amount of taxes paid.

I understand that if I request a withdrawal from the account, it must be for the entire amount. I also understand that a withdrawal will close the escrow account. Withdrawals may not be made after September 15.

I further understand that no interest will be paid on the pre-payment amounts deposited in escrow. Only the amount actually deposited as the sum of payments may be withdrawn or applied toward taxes.

Executed this _____ Day of _____

TAXPAYER: _____

TAX OFFICE: _____

SIGNATURE

CLERK

PRINTED NAME

PHONE NUMBER

EMAIL ADDRESS

For: **ALBERT URESTI, MPA, PCC**
BEXAR COUNTY
TAX ASSESSOR-COLLECTOR
P.O. BOX 839950
SAN ANTONIO, TX 78283-3950