



The Village of Greenwich, State of Ohio  
Income Tax Department



45 Main Street  
Greenwich OH 44837  
(419) 752-2441 - Phone \*\* (419) 752-1903 – Fax

**Payment Agreement**

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between

\_\_\_\_\_

Hereinafter referred to as the “Client” and the Village of Greenwich Income Tax Department, hereinafter referred to as the “Village”, said agreement made by and through the Tax Administrator of said Village.

**WITNESSETH:**

This agreement is entered into by the Village in an attempt to enable the client to pay off his/her income tax account over a period of time in order to avoid legal action.

**NOW THTERFORE**, it is agreed by and between the parties hereto as follows:

1. Client agrees to pay the Greenwich Income Tax Department a payment of at least \$ \_\_\_\_\_ **PER MONTH**, commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ and to continue to make said payment on or before said day of the month until his/her account is paid in full.
2. Client agree to pay the Greenwich Income Tax Department a payment of at least \$ \_\_\_\_\_ on a **WEEKLY** basis, commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ and to continue to make said payment on or before said day of the week until his/her account is paid in full.
3. Client agrees to pay the Greenwich Income Tax Department a payment of at least \$ \_\_\_\_\_ on a **BI-WEEKLY** basis, commencing on \_\_\_\_/\_\_\_\_/\_\_\_\_ and to continue to make said payment on or before said day of the bi-weekly week until his/her account in paid in full.
4. Client acknowledges that he/she understands that is a scheduled payment is not received per this agreement, legal action will commence.
5. Client acknowledges that he/she understands that **penalty and interest** will accrue at the rate of **5%** per month on the outstanding tax balance.
6. Client agrees that the Village may increase the amount of the scheduled payment, if it is determined that the payment will not pay off the account balance in a timely manner.
7. The Village agrees to notify the client at least two weeks prior to any increase in the amount of the scheduled payment.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands on the date first mentioned.

\_\_\_\_\_  
Client’s Signature

\_\_\_\_\_  
Village Account #

\_\_\_\_\_  
Tax Administrator

\_\_\_\_\_  
Witness

This Contract is to pay off the tax balance(s) that are due for the follow year(s) \_\_\_\_\_.