



CITY OF RICHMOND • DEPARTMENT OF FINANCE

WAIVER OF PENALTY AND INTEREST APPLICATION

PENALTY and INTEREST is assessed on any tax amount not paid by the designated due date per Code of Virginia §58.1-3903. It is advised that you thoroughly review Section §58.1-3916 of the Code of Virginia to understand your rights and the basis upon which the Director of Finance may grant a waiver of penalty and/or interest. BE ADVISED that interest shall continue to accrue during the review of your application. Include all supporting documentation with this application.

TAXPAYER NAME:			
OWNER AGENT:			
MAILING ADDRESS			
PHONE		E-MAIL	

TAX TYPE(S) IN DISPUTE

BUSINESS PROFESSIONAL OCCUPATIONAL LICENSE (BPOL)

ACCOUNT NUMBER:		BILL NUMBER:	
INTEREST & PENALTY AMOUNT		TAX YEAR	

JUSTIFICATION FOR PENALTY & INTEREST WAIVER (INCLUDE RELEVANT CODE OR ORDINANCE)

BUSINESS TANGIBLE PERSONAL PROPERTY (BPP)

ACCOUNT NUMBER:		BILL NUMBER:	
INTEREST & PENALTY AMOUNT		TAX YEAR	

JUSTIFICATION FOR PENALTY & INTEREST WAIVER (INCLUDE RELEVANT CODE OR ORDINANCE)

EXCISE TAX: ADMISSIONS LODGING MEALS

ACCOUNT NUMBER:		BILL NUMBER:	
INTEREST & PENALTY AMOUNT		TAX YEAR	

JUSTIFICATION FOR PENALTY & INTEREST WAIVER (INCLUDE RELEVANT CODE OR ORDINANCE)

Taxpayer Signature

Date

