



Sam C. Steele, CFC
Monroe County Tax Collector
P.O. Box 1129, Key West, FL 33041-1129
www.monroetaxcollector.com

2023 INSTALLMENT PAYMENT PLAN APPLICATION

****PLEASE READ THE INSTRUCTIONS AND INSTALLMENT SCHEDULE CAREFULLY BEFORE SIGNING****

Section 197.222, Florida Statutes, allows an alternative plan for payment of property taxes. A taxpayer who elects to pay taxes by the installment method will make payments based upon an estimated tax equal to the actual taxes levied on the property in the preceding year.

PAYMENT SCHEDULE

First Installment	One-quarter of the total estimated taxes discounted 6%. Payment is due by June 30, 2023. If payment is made within July, the discount will be forfeited. If the taxpayer does not make the payment by July 30, 2023, the installment plan will be automatically terminated.
Second Installment	One-quarter of the total estimated taxes discounted 4.5%. Payment is due by September 30, 2023. No discount is permitted after September 30, 2023.
Third Installment	One-quarter of the total estimated taxes and one-half of any adjustment based on actual tax liability with a 3% discount. Payment is due by December 31, 2023. No discount is permitted after December 31, 2023.
Fourth Installment	One-quarter of the total estimated taxes plus one-half of any adjustment based on actual tax liability with no discount. Payment is due by March 31, 2024. Interest will be applied after March 31, 2023.

PLEASE COMPLETE, SIGN AND SUBMIT THIS APPLICATION PRIOR TO MAY 1, 2023.
APPLICATIONS MAY BE EMAILED TO [SSANCHEZ@MONROETAXCOLLECTOR.COM](mailto:ssanchez@monroetaxcollector.com)

APPLICATION TO PARTICIPATE IN THE INSTALLMENT PAYMENT PLAN

To pay 2023 property taxes by installment, please complete this application and submit it to the Tax Collector's office by April 30, 2023. The tax collector will mail your first notice of payment due along with instructions. If you have not received your first notice by June 15, 2023, contact (305) 295-5044.

Name		Property ID	
Mailing address		Legal Description (As it appears on 2022 tax bill)	
Signature		Date	Phone

Florida law requires that your estimated taxes must be more than \$100 for each tax notice to participate in the Installment Payment Plan.

If you choose to participate, you must make the first installment payment by July 31, or the plan will be automatically terminated. Once you have paid the first payment on time, you are required to continue for the tax year. If you elect to discontinue participation, you will not receive the discounts provided by law. Installment payments that become delinquent must be paid with the next installment payment. Discounts are not allowed on delinquent payments.