



## **LETTER OF INTENT TO MAKE FOUR INSTALLMENT PAYMENTS**

As prescribed by Section 31.031(a) or 31.032(a) of the Texas Property Tax Code, it is my intent to participate in the four-payment installment plan for tax year 2025. **PLEASE SUBMIT THIS FORM NO LATER THAN JANUARY 31, 2026.**

One of the following eligibility requirements is approved by the Travis Central Appraisal District on the property for which I will make installment payments.

**BILLING NUMBER:**

**ACCOUNT NUMBER:**

**Requirements for eligibility (Please select one):**

- ☐ **Senior & Surviving Spouse** - The owner has a residence homestead exemption, and the owner has attained the age of 65 years or the residence homestead is owned and occupied by a surviving spouse that is at least 55 years of age prior to or during the year of 2025. (Sec 11.13)
- ☐ **Disabled** - The owner has a residence homestead exemption, and the owner qualifies for a disability exemption as determined by the Social Security Administration prior to or during the year of 2025. (Sec 11.13)
- ☐ **Disabled Veteran & Surviving Spouse** - The owner must have a residence homestead exemption and entitled to a disabled veteran's exemption. Or the residence homestead is owned and occupied by a surviving spouse of a disabled veteran and entitled to a disabled veteran's exemption prior to or during the year of 2025. (Sec 11.22)
- ☐ **Property Damaged in a Declared Disaster Area** - The owner must have a residence homestead exemption; or be property that has fewer than five living units; or is occupied by a business entity; and is damaged as a direct result of a disaster as described in Section 31.032 during the year of 2025.

Furthermore, I understand the payment requirements are as follows:

Payment 1	Due January 31, 2026	One fourth or more of the total tax bill due.
Payment 2	Due March 31, 2026	Second installment payment due.
Payment 3	Due May 31, 2026	Third installment payment due.
Payment 4	Due July 31, 2026	Fourth installment payment due.

I understand that failure to meet these due dates will result in penalty and interest charges as prescribed by Section 31.031 (b & c) and Section 31.032 (b & c) of the Texas Property Tax Code.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(RESIDENCE ADDRESS)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(TELEPHONE)

I would like a reminder by telephone when payment is due.      YES      NO

I would like an email reminder when payment is due. Email address: \_\_\_\_\_