

Charles H. Evelyn, III
Treasurer
PO Box 109 | 12007 Courthouse Circle
New Kent VA 23124
(804) 966-9615
treasurer@newkent-va.us



Pre-Payment Authorization

I, _____ (name) authorize the New Kent County Treasurer's Office to accept and apply funds to be deposited into a pre-pay account for my **Real Estate / Personal Property** (circle one) taxes.

Fill out Section I and/or Section II below.

Section I. Real Estate payments should be applied to map number _____ or PID # _____ at address _____ (if applicable)

Section II. Personal Property payments from the prepay account may be applied to the following person(s) or account:

1. _____ SSN _____
2. _____ SSN _____
3. _____ SSN _____

Authorizing Signature: _____ Date: _____

Print Name: _____

Address: _____

Phone: _____

Return form to the New Kent Treasurer's Office by mail to:

PO Box 109
New Kent, VA 23124

Or deliver in person to the New Kent Treasurer's Office

CONFIDENTIAL

12007 Courthouse Cir
PO Box 109
New Kent VA 23124
804-966-9615



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Prepaid Tax Account Policy

The New Kent County Treasurer's Office offers taxpayers a convenient way to make pre-payments on their annual tax obligations. Taxpayers can set up a "pre-pay account". This allows taxpayers to make payments toward their real estate and personal property tax bills at any time throughout the year, in any amount they wish to pay. This can significantly lower the annual amount due on December 5th of each year.

Taxpayers can set up a pre-pay account by requesting the documentation from the Treasurer's Office at 804-966-9615 or email treasurer@newkent-va.us. In addition, this form can be downloaded from the Treasurer's page on the New Kent County website, www.co.new-kent.va.us.

Employees of New Kent County and New Kent County Public Schools have the option of adding a voluntary deduction to their payroll to be placed in a pre-pay account. Contact the respective HR department for information.

The following policies shall govern pre-pay accounts:

1. Accounts shall be active when all documentation has been filed with the New Kent County Treasurer's Office and the initial deposit has been made.
2. Payments into active pre-pay accounts can be made by mail (New Kent Treasurer / PO Box 109 / New Kent VA 23124), in person at the Treasurer's Office or online at www.NewKentTax.com. Initial deposit must be made in person or by mail in order to make pre-payments online.
3. All balances in pre-pay accounts under \$100 will automatically roll over to a pre-pay account for the next tax year - unless otherwise specified by the taxpayer.
4. All balances \$100 and over that remain in pre-pay accounts after those funds have been applied to the tax balance due will be refunded to the account holder by October 15th of the tax year – unless otherwise specified by the taxpayer.
5. Any changes to pre-pay accounts must be completed in writing.
6. Refunds to balances in pre-pay accounts shall only be made payable in the name of the account holder as listed on the documentation. Refund will be mailed to the address on file unless otherwise specified by the account holder.