

Property Tax Payment Plan

Standard Payment Plan

Online Filing User Guide

A step-by-step guide to filing your payment plan application online.

Overview

The Department of Finance (DOF) offers payment plans that allow you to pay your property taxes over time, instead of paying the full amount all at once.

There are three types of payment plans: a standard payment plan, a Property Tax and Interest Deferral (PT AID) payment plan, and a reduced interest rate payment plan.

Please note that a payment plan allows you to make a series of smaller payments instead of making one large payment, but it increases the total amount you will pay, because interest will continue to be added to your balance until the amount you owe is completely paid off.

Filing Instructions

Step 1: Visit the Payment Plans webpage: [Property Payment Plans \(nyc.gov\)](https://nyc.gov/property-payment-plans). Select “Option 1: Standard Payment Plan.”

Payment Plans

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- Option 1: Standard Payment Plan 
- Option 2: PT AID Payment Plan
- Option 3: Reduced Interest Payment Plan

Step 2: Click on the “Property Tax Payment Agreement Application” link.

Option 1: Standard Payment Plan

The standard payment plan is the best option for most taxpayers.

To apply: Submit the [Property Tax Payment Agreement Application](#) and provide all required documentation, including proof of your identity and your relationship to the property.

Down Payment: You do not have to make a down payment, but we recommend that you do. The more you pay up front, the lower your payments will be.

Terms: Pay monthly or quarterly for a term of up to 10 years.

The [Payment Agreement Estimator](#) can help you estimate your payment amount.

Your single-family home, condominium, or other tax class one property may be eligible for a Reduced Interest Rate Property Tax Payment Plan. See “Option 3: Reduced Interest Payment Plan” below.

Step 3: Click the blue “Begin Filing” button to start your application.

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Property Tax Payment Agreement Application

A payment plan is an agreement between you and the Department of Finance to pay the amount you owe over time instead of paying the full amount all at once.

A payment plan allows you to make a series of smaller payments instead of making one large payment, but it increases the total amount you will pay. This is because interest will continue to be added to your balance until the amount you owe is completely paid off.

Payment plans can be used for property taxes and many other property charges. If you have missed payments on your property tax bills, and you have an outstanding balance, you can enter into a payment plan. If your property is at risk for a lien sale or in rem action, you can still enter into a payment plan. However, you cannot enter into a payment plan with the Department of Finance if a tax lien sale or an in rem action has taken place.

[Begin Filing](#)

Step 4: Log in with your NYC.ID. If you do not have a NYC.ID account, select “Create Account” and follow the instructions to create one.

Login

Log in using your NYC account

Email Address or Username *

Password *

[Login](#)

Log in using one of these options

NYC Employees Google Microsoft LinkedIn Yahoo

[Forgot Password](#) [Create Account](#) [Report an Issue](#)

Step 5: Once you have logged in, select the “Property Tax Payment Plan - Standard Payment Plan Agreement” link under Available Filings to start your application.

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[Available Filings](#) [My Filings](#) [Message Center](#) 8 [Account](#) [Sign Out](#)

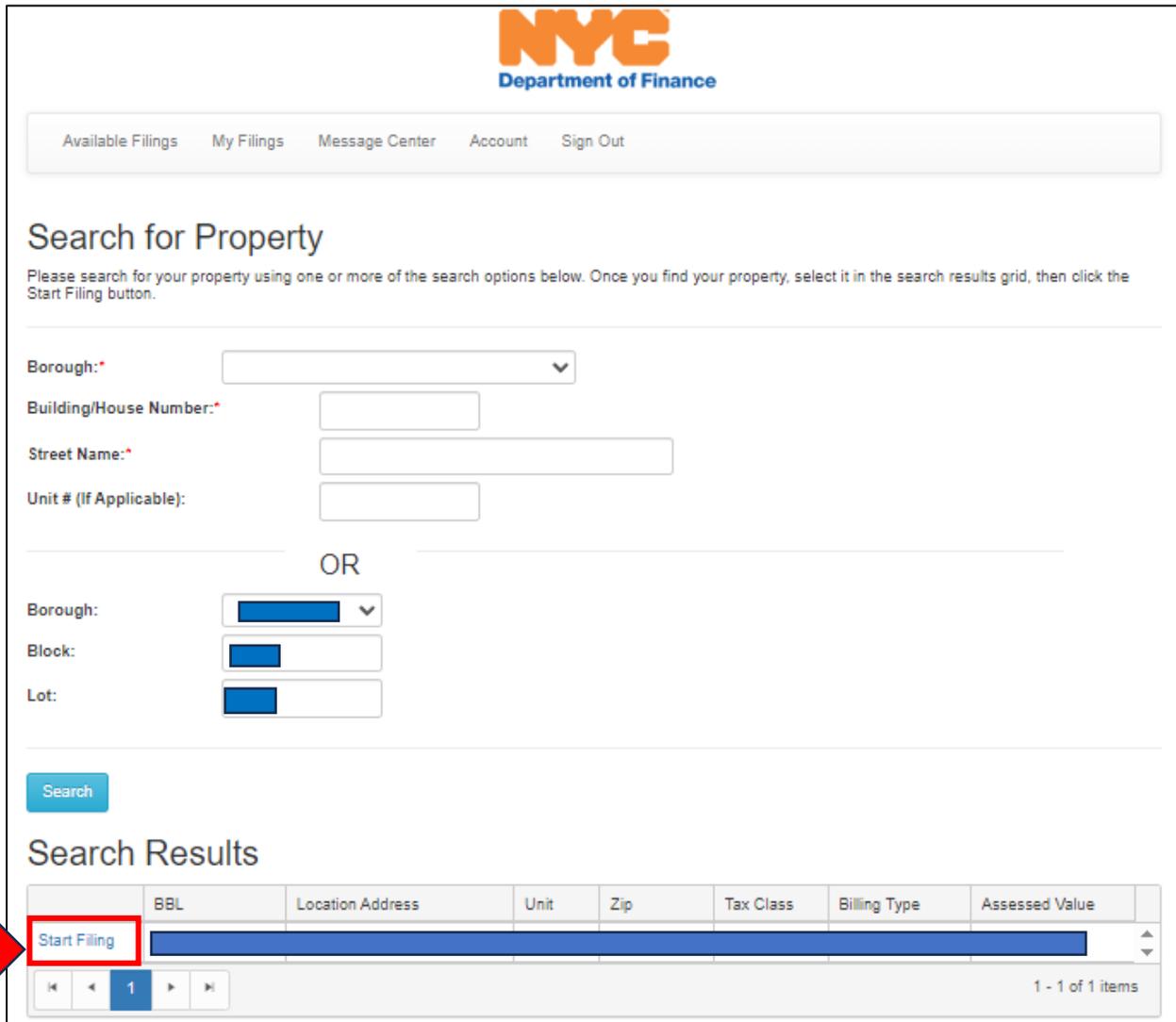
Available Filings

To create a new filing, click on a filing type below.

[Property Tax Payment Plan - Standard Payment Plan Agreement](#)

Step 6: To begin filing, enter your borough, building or house number, street name, and unit number (if applicable), or enter your borough, block, and lot number. If you do not know your borough-block-lot information, please visit www.nyc.gov/bbl.

Click “Search” and the parcel will appear at the bottom of the screen. Select “Start Filing” to proceed.



The screenshot shows the NYC Department of Finance website interface. At the top, the NYC Department of Finance logo is displayed. Below the logo is a navigation bar with links for Available Filings, My Filings, Message Center, Account, and Sign Out. The main heading is "Search for Property", followed by instructions: "Please search for your property using one or more of the search options below. Once you find your property, select it in the search results grid, then click the Start Filing button." The search form has two sections separated by "OR". The first section includes fields for Borough (dropdown), Building/House Number, Street Name, and Unit # (If Applicable). The second section includes fields for Borough (dropdown), Block, and Lot. A blue "Search" button is located below the form. Below the search button is the "Search Results" section, which contains a table with the following columns: BBL, Location Address, Unit, Zip, Tax Class, Billing Type, and Assessed Value. A red arrow points to a "Start Filing" button in the first row of the table. The table also shows a pagination control at the bottom with "1" selected and "1 - 1 of 1 items" displayed.

BBL	Location Address	Unit	Zip	Tax Class	Billing Type	Assessed Value	
Start Filing							▲▼

1 - 1 of 1 items

Step 7: Verify the parcel information. Click “Next” if the information is correct.

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Available Filings My Filings Message Center Account Sign Out

Parcel Information Filer Information Application Attachments Submit

Verify Property Information

Please verify you have selected the correct property.

BBL
 ✓

Assessed Value

Location Address

Tax Class

Billing Type

Owner

Cancel Filing **Next**

Step 8: Complete the “Filer Information.” Enter the filer’s name, phone number, and email address, then click “Next.”

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Available Filings My Filings Message Center Account Sign Out

Parcel Information **Filer Information** Application Attachments Submit

Filer Information

Filer Name: *

Phone #: (###) ### -#### *

Filer Email: *

Previous Cancel Filing **Next**

Step 9: Enter all the required information indicated by a red asterisk. You will have the option to choose monthly or quarterly payments, for a term of one to ten years. When you are finished, click “Next.”

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Available Filings My Filings Message Center Account Sign Out

Parcel Information Filer Information **Application** Attachments Submit

Property Tax Payment Agreement Application

Who is applying? *

Is this your primary residence? *

Current Balance:

Choose a Payment Plan

1. Choose your down payment amount *

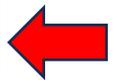
We recommend that you make the highest down payment that you can afford. No down payment is required, but if you do opt to make a down payment, it must be at least \$25. If you have previously defaulted on a Department of Finance payment agreement, your down payment amount must be at least 20% of the total amount you owe. To see how much you owe, search for your property by address or borough-block-lot number at www.nyc.gov/nycproperty

2. Choose how often you would prefer to make payments *

All applicants have the option to pay monthly. You have the option of a quarterly property tax payment agreement if you are billed quarterly for your property taxes.

3. Choose the length of your payment agreement (1 to 10 years) *

Previous



Step 10: Submit the necessary attachments. You must submit all the requested documentation listed on the Attachment page. Note: You must always click on the Submit button to complete the upload process. When you are finished, click “Next.”



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Parcel Information File Information Application Attachments Submit

Photo ID

Valid forms of ID include:

- Driver's license or government-issued photo ID.
- Copy of deed if not in the City Registrar's ACRIS database.
- If you are not the owner, a power of attorney.

You must click SUBMIT to complete the upload process. To do so, go to the SUBMIT page.

*** - You must attach at least one document in this category.**

Current Attachments:

Filename	Size (kb)
Attach more files for this category:	
<input type="button" value="Select files..."/>	

Business

Businesses must provide proof of relationship to the business—such as an operating or partnership agreement, articles of organization, or a certificate of incorporation—showing that you are authorized to enter into a payment agreement on behalf of the business.

You must click SUBMIT to complete the upload process. To do so, go to the SUBMIT page.

Current Attachments:

Filename	Size (kb)
Attach more files for this category:	
<input type="button" value="Select files..."/>	

Payment Agreement Contract For Your Signature and Upload

Once approved, please return the contract signed. To do so, go the Submit tab, click on Print Draft, download contract, sign and upload signed contract here:

You must click SUBMIT to complete the upload process. To do so, go to the SUBMIT page.

Current Attachments:

Filename	Size (kb)
Attach more files for this category:	
<input type="button" value="Select files..."/>	

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