

**Randolph County**  
**372 Highway JJ Suite 1G**  
**Huntsville, MO 65259**  
**(844) 277-6555 Ext 310**

**Pay In Advance Agreement (PIA)**

- You may sign up for monthly installments for Personal, Real Estate or both. *NO payment will be accepted until February 1<sup>st</sup>*. There will be eleven estimated installment payments set up. **NO final payment will be accepted till after your 2026 final tax statement is mailed.** Estimated amounts will be set up for each individual account. You must have no delinquent taxes to be on the payment plan. For example, all 2025 and prior taxes must be paid before enrolling in the payment plan for your 2026 taxes.
- If you currently escrow your real estate taxes with a mortgage company or related servicing company, you will not be able to set up a Real Estate Pay In Advance Agreement for that parcel. **If you sell your Real Estate property, we MUST be notified IMMEDIATELY!**
- **For Personal property, your assessment list must be completed accurately and turned into the Assessor's office by the end of January.** Real Estate will be based on the amount you paid for your prior tax year.
- **Minimum Taxes DUE must be over \$100 to be on the payment plan.**
- **Taxes not paid in full and received by December 31<sup>st</sup> will result in late penalties and fees being charged** and the payment plan will be terminated.
- We will accept your installment payments in the form of cash, check, or money order. **Online payments cannot be used to pay on installment accounts.** **If paying multiple accounts, YOU MUST list the amount to pay for each account number.** A \$25.00 fee will be charged if we are unable to process a payment due to the account being closed or insufficient funds.
- Each year you will have to sign the Pay In Advance Agreement listing current contact information and what accounts you wish to have on this plan.

**Please keep the top portion for your records ----- Bottom section must be returned for application.**

\*\*\*\*\*

I (we) \_\_\_\_\_ have read the above information and wish to enroll in a Pay In Advance for my (our) 2026 taxes.    Personal    Real Estate    Both    (circle your choice)

*NO payment will be accepted until February 1<sup>st</sup>. NO final payment will be accepted till after your 2026 final tax statement is mailed.*

**I (we) understand that 2026 tax statement is due in the office by December 31<sup>st</sup> and failure to do so will terminate the Pay In Advance Agreement and late fees will be assessed.**

Name as shown on bill(s) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone Number \_\_\_\_\_ Daytime Number \_\_\_\_\_  
Email address \_\_\_\_\_ Cell Phone # (if preferred) \_\_\_\_\_

Please list your Real Estate and Personal Property Account numbers from your tax statement you're wishing to set up on this installment plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature(s): \_\_\_\_\_  
(all owners must sign) \_\_\_\_\_ date \_\_\_\_\_