

– PLEASE READ THIS BEFORE PROCEEDING –

You have been served with a lawsuit regarding a delinquent City Tax. Once a lawsuit has been filed, the Revenue Department can no longer be contacted to resolve this issue. If you wish to resolve this issue, please call the Office of the City Attorney. Please call 816-513-3103 for Jackson County cases. Please call 816-513-3114 for Platte, Clay and Cass County cases.

Cases may be resolved up to Noon the day before court. No cases will be resolved the morning of court in our offices. You will need to appear at court.

There are three ways you can resolve your case: 1) you can be put on a payment plan, 2) you can pay in full (and the lawsuit will be dismissed), or 3) you can provide documents for one of our attorneys to review for possible adjustment (Be sure to follow up with us- do not assume that sending in documents has completely resolved your case).

Payment Plan: If you would like to be put on a payment plan, we are happy to work with you. You are required to come into our office, before your court date, to work out those payments and to sign a payment agreement.

Paying in full: If you would like to make payment in full, you can mail in your payment to: **City Attorney's Office, 1900 City Hall, 414 E. 12th Street, Kansas City, MO 64106.** Please make your payment out to: **City Treasurer- KCMO.** Please mail your payment in early enough that we will receive it prior to your court date.

You can (alternatively) bring your payment into City Hall, to us directly, at the same address listed above.

You can also pay online at <https://quicktax.gentax.net/KCP/TAP/> You will need to sign up to use the Quick Tax system before making a payment. In order to sign up for an account you will need your social security number, your account type/account number and a Letter ID. Please use the Letter ID attached to this lawsuit, on the second to last page in this packet. Please use the account type/account number on the last page of this packet. Once you have registered, an authorization code will be sent to the email address you provided. Payments made on Quick Tax can take several days to process, so make sure to pay well in advance of your court date. **Please do NOT choose 2023 as the tax period for the payment. Choose the appropriate tax year from the lawsuit.** If you need help signing up or making your payment, please go to <http://kcmo.gov/tax/tax-home/faq/quick-tax/> and you can watch some helpful videos.

Providing Documents: If you believe there is an error and would like to provide documentation we would ask that you do so at least six business days before the court date. This will give our attorneys an opportunity to review the information and make any necessary adjustments. This information can be provided to us via email, fax, regular mail or hand delivery into our office. Make sure that we have contact information to follow up with you.