



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR

ELIZABETH BUENROSTRO GINSBERG
TREASURER AND TAX COLLECTOR

Kenneth Hahn Hall of Administration
225 North Hill Street, Room 109, Los Angeles, California 90012
Telephone: (213) 893-7935 FAX: (213) 633-5014
ttc.lacounty.gov and propertytax.lacounty.gov

Board of Supervisors

HILDA L. SOLIS
First District

HOLLY J. MITCHELL
Second District

LINDSEY P. HORVATH
Third District

JANICE HAHN
Fourth District

KATHRYN BARGER
Fifth District

AFFIDAVIT OF LOST PAYMENT INSTRUCTIONS

You indicated that you mailed a payment to the Treasurer and Tax Collector (TTC), or scheduled an electronic payment (i.e., online bill pay service or online banking) and our records indicate we never received it, in order for us to consider your request to cancel penalties, please read the Affidavit of Lost Payment Instructions, complete the Affidavit of Lost Payment, and submit any supporting documentation.

We highly recommend that you place a stop order with your financial institution on your lost payment. The TTC may receive the lost payment and present it to the financial institution for processing. A stop order will prevent the processing of the lost payment to your bank account. If you choose not to place a stop order and the check is processed by the TTC, we will not honor a request for reimbursement of any fees incurred.

Do not make a payment at this time.

In order for us to cancel penalties, **you must:**

Complete and return an Affidavit of Lost Payment, signed under penalty of perjury, and provide supporting documentation for the type of payment that was lost, such as:

Check:

- A copy of the financial institution statement for the month in which the check was written, showing that there were sufficient funds available for the check to be paid on the date the check was written; or,
- If your account balance was not sufficient to cover the check and the account from which the check was written has overdraft protection or is linked to a line of credit, you must provide proof of the available limit as of the mailing date of the original payment; or,
- A letter from the financial institution's representative, including contact information, stating that the missing check is still outstanding and there were sufficient funds available in the account from which the check was written as of the mailing date of the original payment.

Money Order:

- A copy of the stub/receipt; and,
- A copy of your approved claim for reimbursement from the issuing company or financial institution.

Cashier's Check:

- A copy of the stub/receipt; and,
- A copy of your approved claim for reimbursement from the issuing financial institution.

Electronic Payment:

- One of the documents listed under "Check"; and,
- A letter from the financial institution's representative, including contact information, verifying the date the electronic payment was debited from the account, or the date the payment was issued, and the date the payment was scheduled to be received by the TTC.

In the event the payment is a subject of fraud or forgery, you must submit:

- A financial institution reports;
- A police report;
- Proof that your financial institution accepted the claim and/or reimbursed you; and,
- A copy of the cashed check, cashier's check, or money order.

Visit [Unsecured Public Inquiries](#) to submit an inquiry for Penalty Cancellation due to lost check. Attach the completed affidavit and supporting documentation with the inquiry. Please redact (remove) all personally sensitive information as e-mails are not encrypted and are not secure.

You may also mail your affidavit and any documentation to support your request to:

County of Los Angeles Treasurer and Tax Collector
225 North Hill Street, Room 109
Los Angeles, CA 90012

Taxpayers who submit a completed [Affidavit of Lost Payment](#) will receive an acknowledgment letter from the TTC, which will indicate the next steps in this process within 30 business days of receipt of the required documents.



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AFFIDAVIT OF LOST PAYMENT UNSECURED PROPERTY TAXES

YEAR AND BILL NO.: This number is found on your Unsecured Property Tax Bill. Fill in the two-digit Year and Bill Number to the right.

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I, _____, do hereby declare, under penalty of perjury, under the laws of the State of California, that:

- ☐ I mailed Check, Money Order, or Cashier's Check, Number _____ dated _____, in the amount of \$_____ for the payment of Unsecured Property Taxes on the Year and Bill Number listed above to the County of Los Angeles Treasurer and Tax Collector, properly addressed with postage prepaid.

Said tax payment was mailed by me or my agent on _____, at the United States Post Office Branch or United States Post Office Drop Box located at _____.

OR

- ☐ I processed my payment electronically (i.e., online bill pay, online banking) in the amount of \$_____ for the payment of Unsecured Property Taxes on the Assessor's Identification Number listed above to the County of Los Angeles Treasurer and Tax Collector, with an expected receive date of (date) _____, through my financial institution _____, with confirmation number _____.

Print Name

Signature

Date

Street Address

Telephone Number

City, State, Zip Code

Email address (optional)

For Office Use Only:

Lost Payment Log No.: _____

☐ Approved

☐ Denied

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Please provide any additional comments or information:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

BE SURE TO INCLUDE THE REQUIRED DOCUMENTATION WHEN
SUBMITTING THIS AFFIDAVIT OF LOST PAYMENT
(SEE INSTRUCTIONS)