

Dear Customer,

Thank you for your inquiry. On July 9, 2024, the Pasco County Board of County Commissioner (BCC) approved Ordinance No. 24-33 which provides for the termination of certain local road paving assessments (PVAS). If an account was prepaid according to the terms of the original amortization, relief may be requested in the form of a refund for the prepaid principal not yet billed for a paving project, according to the project's original amortization schedule.

Refunds will only be returned to the payor for the principal amount prepaid, be it person or entity. If pre-payment of deferred principal was received from an entity other than a former or current property owner such as, a title company or law office due to a sale or refinance of the parcel, the request for refund and proof of payment must come from that entity.

It will be that entity's responsibility to then refund the proper party.

For a refund to be considered, please provide:

- Name of payor;
  - Address of parcel and/or parcel ID requesting refund; and mailing address for refund, if different than parcel address;
  - Proof of payment such as, a copy of front/back of the check or, if paid with ACH, credit/debit card, money order or cash, provide the receipt;
  - If check copy or receipt is not attainable, a bank or credit card statement may also be acceptable;
  - Contact Email or phone number;
  - Acknowledgement of Request for Administrative Relief form affirming that the individual or entity seeking the refund is the individual or entity that prepaid the PVAS.
- The payor information and documentation requested above should be emailed to [pavinginfo@pascocountyfl.net](mailto:pavinginfo@pascocountyfl.net) or mailed to:  
Pasco County Paving Assessments  
Attn: Refunds  
19420 Central Blvd.  
Land O' Lakes, FL 34637-7006

Upon receipt of appropriate documentation, a determination of eligibility and refund amount will be conveyed as soon as possible. A complete request for refund must be submitted no later than four (4) years from the adoption date of the ordinance.

Any questions about this process may be emailed to [pavinginfo@pascocountyfl.net](mailto:pavinginfo@pascocountyfl.net) or call 813-929-2738

Sincerely,

Public Infrastructure Fiscal and Business Administration

# ACKNOWLEDGMENT OF REQUEST FOR ADMINSTRATIVE RELIEF

I, the undersigned, being duly sworn, hereby affirm on \_\_\_\_\_, 20\_\_\_\_ that:

1. My legal name is \_\_\_\_\_.
2. I currently reside at \_\_\_\_\_  
\_\_\_\_\_
3. My contact phone number is \_\_\_\_\_
4. My contact email address is \_\_\_\_\_
5. The purpose of this affidavit is to provide, establish and verify my identity as the party which made a payment or payments to Pasco County Public Infrastructure for a certain paving assessment resulting in a credit balance for parcel ID \_\_\_\_\_, and will submit this affidavit with my request of refund as the rightful recipient of the refund.
6. If this request is from a title company, law office or other third party who had received the original funds associated with the paving assessment from the payor, you affirm you will forward any refund received to the payor who paid the original funds.
7. I understand the falsification of this affidavit may be a criminal offense and could lead to prosecution to the fullest extent of the law.

STATE OF

Signature:

COUNTY OF

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

\*\* on behalf of \_\_\_\_\_ a \_\_\_\_\_, organized under the laws of the state of \_\_\_\_\_

who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of person taking acknowledgment

\_\_\_\_\_  
Name typed, printed or stamped

\_\_\_\_\_  
Title or rank

\_\_\_\_\_  
Serial number, if any

\*\*highlighted portion to be completed only if corporation/LLC/ other business entity. If not president/managing member include copy of corporate resolution/documentation with proof of signature authority.