

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

606-AR-1. TAX CERTIFICATION

Certification of taxes paid on properties within the school district will be provided to individual taxpayers, mortgage companies, title insurance companies or attorneys upon written request to the Business Office or Tax Office.

Procedure

1. Request must be in writing. Faxed requests are acceptable.
2. A service fee of twenty-five dollars (\$25.00) must be paid in advance with the request.
3. Certification of paid taxes for the current year and the two (2) immediate prior years will be provided.
4. Telephone requests will only be honored for the current year and will not be confirmed in writing. The service fee of twenty-five dollars (\$25.00) is due and payable within five (5) days of a telephone request.
5. Requests will be denied from mortgage companies or title insurance companies that are in arrears in payment of fees to the district.

Duplicate Bills

Duplicate bills will be provided to an individual taxpayer upon request, with no fee for the taxpayer.

Duplicate bills will be provided to mortgage companies for a service fee of three dollars (\$3.00).