



PENN MANOR SCHOOL DISTRICT

Tax Office
717-872-9500

2018-2019

REAL ESTATE PROPERTY TAX INSTRUCTIONS

1. Make check payable to **PENN MANOR SCHOOL DISTRICT**.
2. For Full Payment of Taxes: Pay **SINGLE PAYMENT** by the due dates below:
2% Discount **PAY BY 8/31/2018**
Base **PAY BY 10/31/2018**
10% PENALTY(LATE) **PAY BY 12/31/2018**
3. **INSTALLMENT PLAN:** **PAY 3 equal installments (base amount divided by 3)**
FIRST PAYMENT **PAY BY 8/31/18 - NO LATE FIRST INSTALLMENTS ACCEPTED.**
If first payment is not paid by 8/31/18, you are not eligible for the installment plan (Payment stubs for 2nd & 3rd installment will be mailed to you in October)
SECOND PAYMENT **PAY BY 10/31/18**
THIRD PAYMENT **PAY BY 12/31/18**
A 10% penalty applies to late second or third installments.
4. If you no longer own this property please notify Penn Manor School District.
5. For address, name or property location changes, contact Lancaster Co. Assessment at 717-299-8381.
6. If a mortgage company pays your taxes, forward bill to them and retain a copy. Penn Manor does not bill mortgage companies.
7. A \$20 charge applies to all checks returned for nonpayment.
8. **To obtain a receipt, mail entire tax bill and self-addressed, stamped envelope** - receipt will be returned to you by mail **OR pay in person at any branch of FULTON BANK** - request bank teller to provide receipt.
9. Amount unpaid as of 12/31/2018 will be submitted for collection and will incur additional costs.

PLEASE NOTE - REASSESSMENT

The Lancaster County-wide Property Reassessment has gone into effect. As required by law, the Penn Manor School District has determined its revenue neutral millage rate to be 15.68 for 2018/19. The School District has additionally adapted a 4.59% millage rate increase for a final millage rate of 16.40 for 2018/19. The district-wide reassessed property value for 2018/19 is 27.93% higher than the same properties at their 2017/18 value. As a result, property owners will see their taxes increase or decrease based on their property's value in relation to the district-wide average increase 27.93%. The assessed value of your home directly affects your taxes, but the Penn Manor School District does not determine, nor has any say in property assessment. If you have any questions regarding the assessed value of your property please contact the Lancaster County Property Assessment Office at (717) 299-8381.

PAYMENT METHODS:

Mail - Please include bill stub with payment and mail in enclosed envelope to:
PENN MANOR SCHOOL DISTRICT, P O BOX 3019, LANCASTER PA 17604-3019.

PLEASE NOTE - US POSTMARK is considered the date paid - no exceptions. *It is advisable to mail several days before due to ensure payment is postmarked by deadline. Late postmarks will result in assessment of a penalty.*

In Person - With original bill - payment can be made in person at any branch of Fulton Bank during normal business hours. **Please note that tax payments are not accepted at the district administrative offices.**

Credit Card - call 1-800-2PAY-TAX (1-800-272-9829) or visit www.officialpayments.com. Jurisdiction code is 4820. A convenience fee applies to payments processed by credit card.

If you meet certain income guidelines and are over age 65, a widow/widower over age 50, or disabled over age 18, you may be eligible for assistance through Pennsylvania's Property Tax/Rent Rebate Program. For more information or an application call 1-888-222-9190 or go to www.revenue.state.pa.us or email: ra-forms@pa.gov. You can also contact your local state legislator's office (www.legis.state.pa.us) or the Lancaster County Office of Aging at 717-299-7979 (www.co.lancaster.pa.us/lanco_aging) for assistance.

For additional information - see www.pennmanor.net or contact the tax office at 717-872-9500