



PENN MANOR SCHOOL DISTRICT

Tax Office
717-872-9500

2019-2020

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 8/31/2019**
Base **PAY BY 10/31/2019**
10% PENALTY(LATE) **PAY BY 12/31/2019**
3. **INSTALLMENT PLAN:** **PAY 3 equal installments (base amount divided by 3)**
FIRST PAYMENT **PAY BY 8/31/19 - NO LATE FIRST INSTALLMENTS ACCEPTED.**
If first payment is not paid by 8/31/19, 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 10/31/19**
THIRD PAYMENT **PAY BY 12/31/19**
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 12/31/2019 will be submitted for collection and will incur additional costs.

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