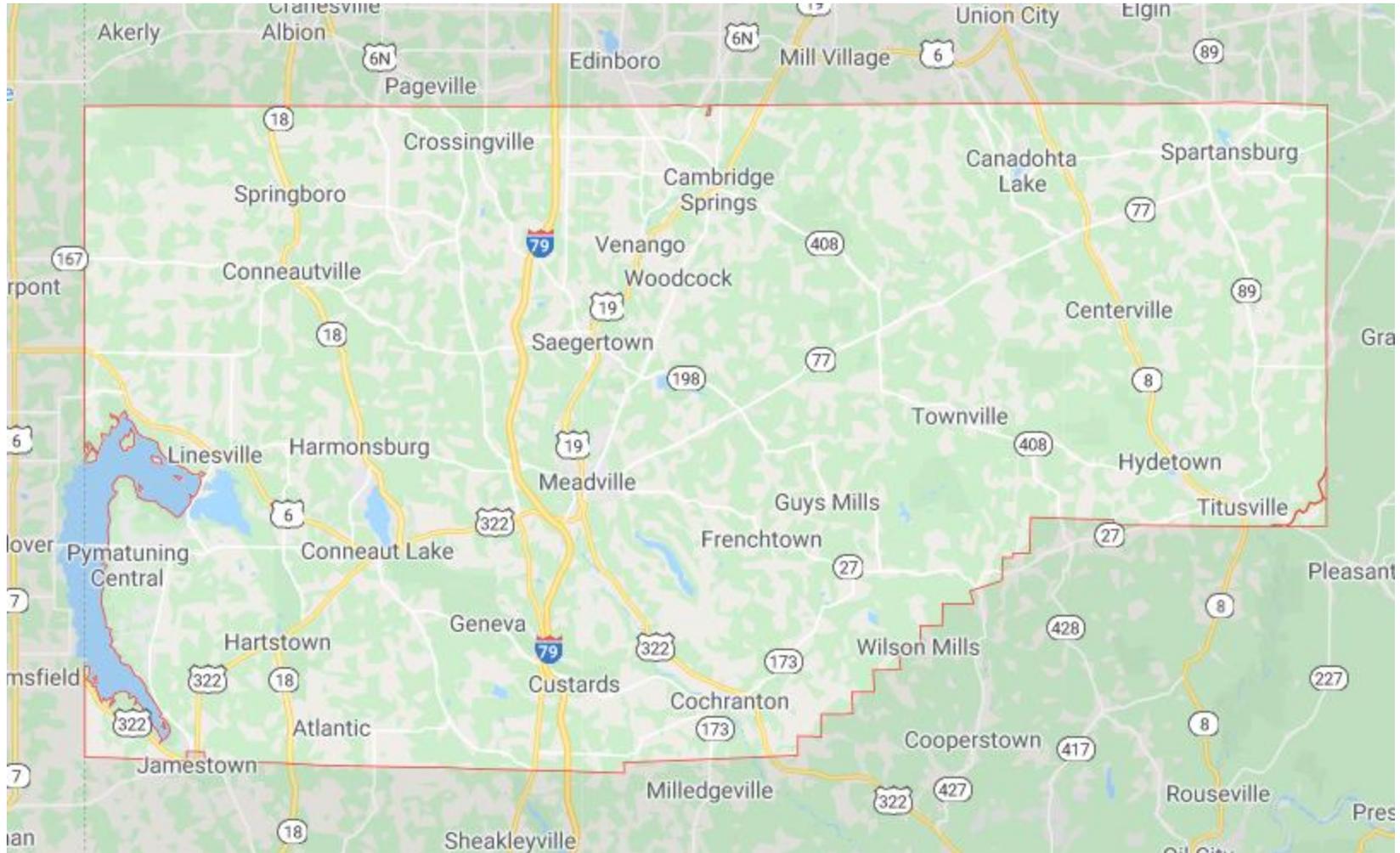


School Bills, Per Capita and End of Year Processes



Installing School Data to GSS Software

Install the School Data Disk in the Computer, it is set to run up automatically to the screen below.



Installing School Data

Make sure no other software is open when installing the data.



Installing School Data

Your disk may only have your District # on it, your School District name or it may say County-wide data. This is due to the way we verify the school data, but regardless it will have your data on it. It may take a minute or two before you see it load data as it searches for your particular district. It will load Real Estate first, then Per Capita, and if you have any it will load/update Tax Claim information.



Installing School Data



Install School Data



Verify Installation of School Data

Open the Tax Collector Software, then go to Real Estate, Payments, Receive Payment enter a Tax Bill number then TAB out. When the page populates with information you should see the School data added. You will know that you now have the school data added to your software! But we still have some work to do!

The screenshot shows the 'Receive Payment' window with the following data:

Property Description

Date Received: 7/12/2018 | Bill #: 12 | Adj #: |

Control #: 100955 | Homestead/Farmstead | Map #: 2211-045-70005

Name: ACKER, ROSE M. | Description 1: 2211-045-1-A

Co Owner: | Description 2: 33 Acres & Trailer & Bldg.

Address 1: 17224 Oak Rd. | Description 3: 17224 Oak Rd

Address 2: | Deed Ref: 567/318

City: Saegertown | Land Use: 5200 | Acreage: 33

State: PA | Zipcode: 16433 | HS Exclusion: 3950 | FS Exclusion: 0

Assessed Land: 3700 | Assessed Impr.: 18200 | Assessed Total: 21900

Exclusion: 204.41

Penalties and Discounts

Category	Amount
County PENALTY	\$445.67
Township PENALTY	\$45.99
Library	\$14.45
School DISCOUNT	\$910.34
Tot County	\$460.12
Tot Twp	\$45.99
Tot School	\$910.34
Grand Total	\$1,416.45

Payment Information

County Payment | Twp/Boro/City Payment | School Payment

Payor: | Check #/ Cash: | Previous Check #: |

Address 1: | Amount: \$910.34

Address 2: | City: | State: | Zipcode: |

Payment Received

Installation Payments

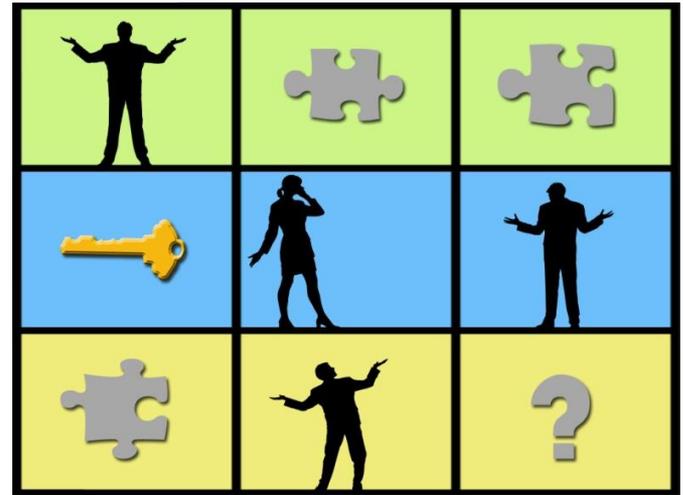
Pay	FACE	F/P	Pd
<input type="checkbox"/> Payment #1:	\$309.64	F	<input type="checkbox"/>
<input type="checkbox"/> Payment #2:	\$309.64	F	<input type="checkbox"/>
<input type="checkbox"/> Payment #3:	\$309.64	F	<input type="checkbox"/>

Payment Due: 9/15/2018

Buttons: Accept, Print A Receipt, Comments, Query, Clear Screen, Exit, Print Screen

What do I do now?

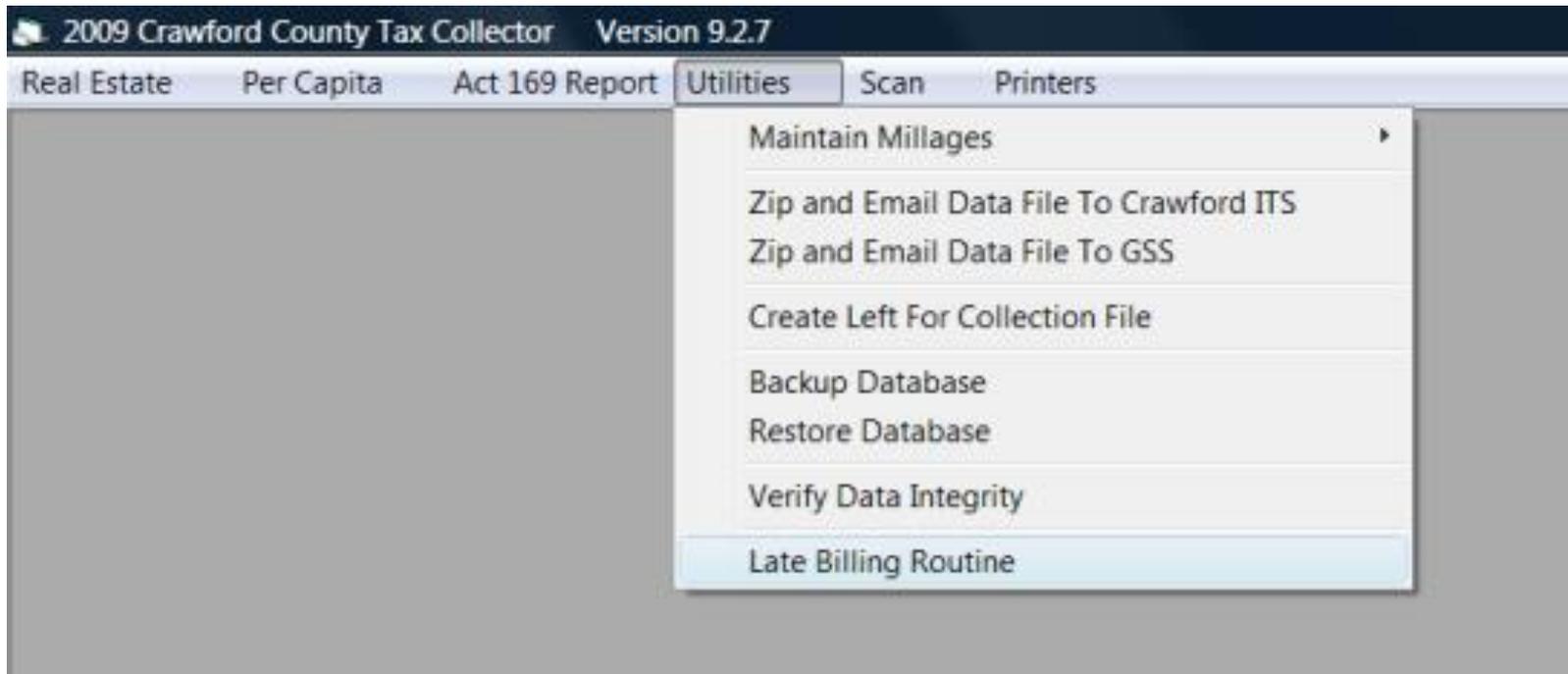
You have your school data in the system and you are about to receive the Books and Duplicates. What actions do you take to ensure the School bills are correct before sending them out to the public?



1. Did you add bills to either your RE tax duplicate for County or Township? If yes, then you need the school portion of those bills since the County does not have the information.
2. Did you exonerate any County or Township RE bills? If yes, do those exonerations need to carry over to school bills?
3. Did you change any Address information for RE bills? If yes, then the addresses from the printer may need updated (see note in next section on this)
4. Would you like the school portion of the added bills printed?
5. How would you like your computer to do most of/or all this work for you? If yes, then you will want to use the Late Billing Routine!

The Late Billing Routine

The path to the Late Billing Routine is found under the Utilities menu.



The Late Billing Routine

WARNING WILL ROBINSON!! No you won't have enemy robots attack you if you use this feature! But you will be causing calculations to occur when you run it. I recommend that you backup your data before proceeding!

2009 Crawford County Tax Collector Version 9.2.7

Real Estate Per Capita Act 169 Report Utilities Scan Printers

Update Late Billing Exonerations

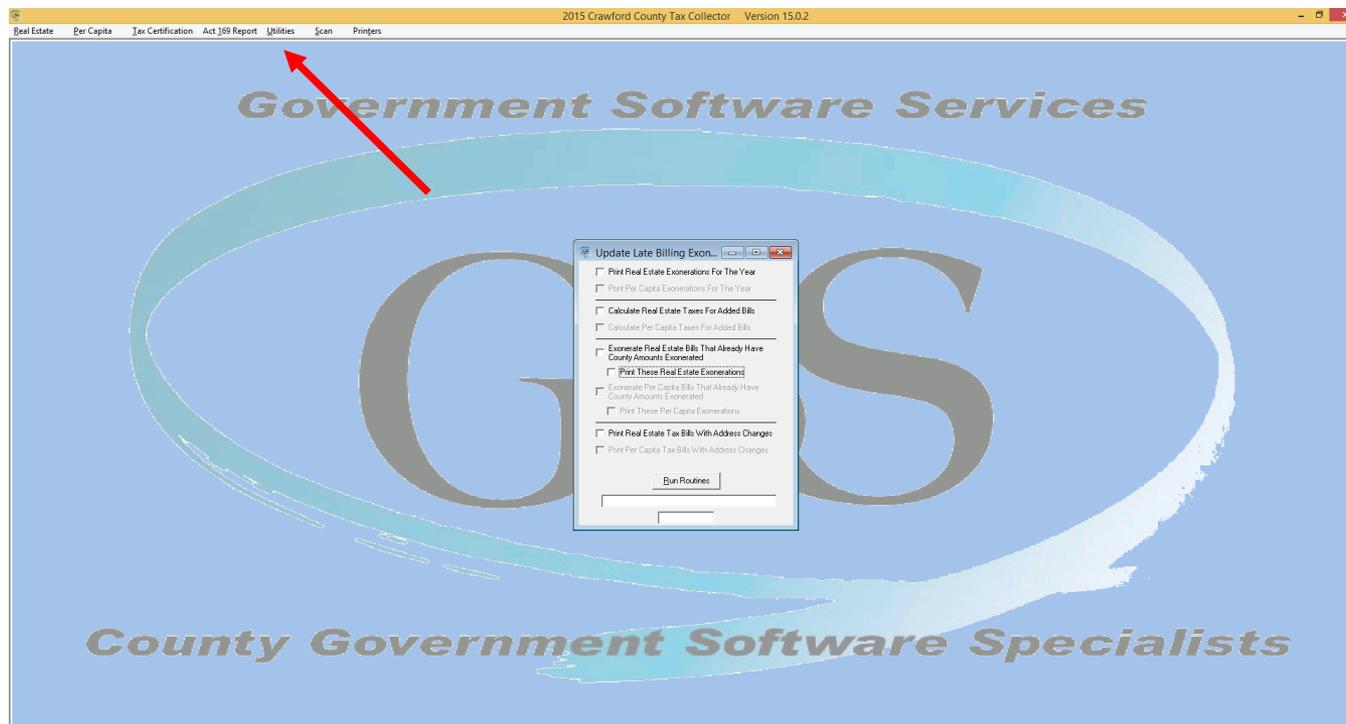
WARNING!!

WARNING! The automated batch process you are initiating may cause some parcels/accounts to overwrite (Assessed Values or Tax Bill values) in your database that you did not intend to change. **WE RECOMMEND THAT YOU BACKUP YOUR DATABASE IMMEDIATELY PRIOR TO RUNNING THIS PROCESS!** Then verify the output (bills, lists etc..) and verify that they are correct. If they are incorrect, use the utilities menu and restore your backup and perform this process manually! This process is provided as an optional choice to automate your work. If you choose to run this process neither the County nor GSS is responsible for any errors that occur as a result of running it!

OK

The Late Billing Routine

This process brings the school bills up to date with the data in your local machine. A confusing statement, but the county does not have all the information that you put in the software since the beginning of the year. Therefore to get the RE and PC duplicates and bills correct for the school we need to match them against the data **you've** collected.



Late Billing Routine

Update Late Billing Exon...

Print Real Estate Exonerations For The Year

Print Per Capita Exonerations For The Year

Calculate Real Estate Taxes For Added Bills

Calculate Per Capita Taxes For Added Bills

Exonerate Real Estate Bills That Already Have County Amounts Exonerated

Print These Real Estate Exonerations

Exonerate Per Capita Bills That Already Have County Amounts Exonerated

Print These Per Capita Exonerations

Print Real Estate Tax Bills With Address Changes

Print Per Capita Tax Bills With Address Changes

Run Routines

You have several choices to make here. Your first choice is do you want to use the late billing routine? Remember if you don't use it you will have to do all these processes manually!

Processes and why they are run:

1. Print RE exonerations – this is done first to show what exonerations you already have in your software. We call this a baseline report.
2. Calculate RE Taxes for Added Bills – The county has no way of knowing who you've added to the duplicate, this makes sure a school bill is put in place for them.

Late Billing Routine

Update Late Billing Exon...

- Print Real Estate Exonerations For The Year
- Print Per Capita Exonerations For The Year

- Calculate Real Estate Taxes For Added Bills
- Calculate Per Capita Taxes For Added Bills

- Exonerate Real Estate Bills That Already Have County Amounts Exonerated
 - Print These Real Estate Exonerations**
- Exonerate Per Capita Bills That Already Have County Amounts Exonerated
 - Print These Per Capita Exonerations

- Print Real Estate Tax Bills With Address Changes
- Print Per Capita Tax Bills With Address Changes

Run Routines

[Empty Input Field]

[Empty Input Field]

3. Exonerate RE Bills that Already Have County Amounts Exonerated – This carries over to the School the exoneration. The school portion of the bill will be set to zero for each bill that has a county amount set to zero!
4. Print RE Exonerations – Since these are adjustments to the School duplicate you will need to see the adjustments. This prints them out so you can view them.

Late Billing Routine

Update Late Billing Exon... [Minimize] [Maximize] [Close]

Print Real Estate Exonerations For The Year

Print Per Capita Exonerations For The Year

Calculate Real Estate Taxes For Added Bills

Calculate Per Capita Taxes For Added Bills

Exonerate Real Estate Bills That Already Have County Amounts Exonerated

Print These Real Estate Exonerations

Exonerate Per Capita Bills That Already Have County Amounts Exonerated

Print These Per Capita Exonerations

Print Real Estate Tax Bills With Address Changes

Print Per Capita Tax Bills With Address Changes

[Empty text field]

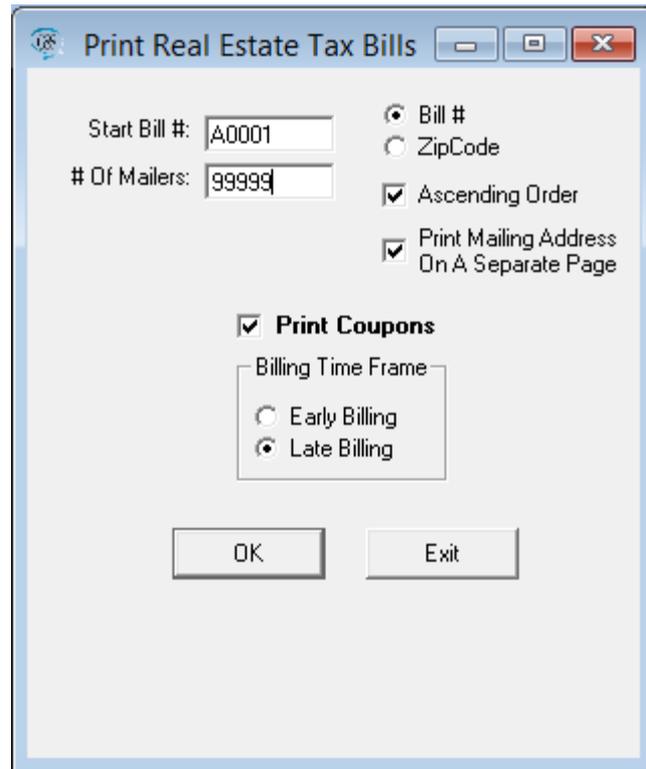
[Empty text field]

5. Print RE Tax Bills with Address Changes – Although we update RE addresses from your input during the year we only do it for some owner situations. This will update data to what you have in your data. Since we don't update Per Capita during the year this will change it considerably.

Warning – If you selected all the printing selections you have 3 print jobs about to start. Make sure you have paper in your printer and a good ink cartridge before hitting the “Run Routines” button

Late Billing Routine

Although this step is not included in the Late Billing Routine it is the final step to finish bringing your school bills up to date. You will need to print your school portion of the added bills. Go to Reports print Tax Bills for RE (if you have any added for RE). Where the “Start Bill #” is at enter A0001 and then in “# of Mailers” enter a number higher than the number of added bills. When done you will need to add these bills to your mailing!

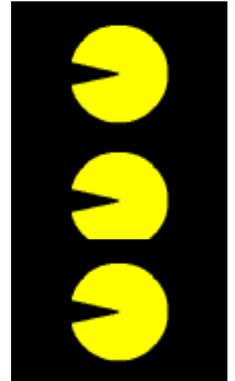


The screenshot shows a dialog box titled "Print Real Estate Tax Bills". It contains the following fields and options:

- Start Bill #:
- # Of Mailers:
- Bill #
- ZipCode
- Ascending Order
- Print Mailing Address On A Separate Page
- Print Coupons**
- Billing Time Frame:
 - Early Billing
 - Late Billing
- Buttons: OK, Exit

Late Billing Routine

Do I have to eat the whole enchilada?



1. Choose the things that you want the system to do for you!
2. This process is designed to save you time!
3. You can also run a few processes one day and save others for later, but all processes must be complete either by the system or manually before the school bills go out!

NOTE: There are times when you might not want the system to perform exonerations. A hypothetical example would be LERTA's that are for County and Township but not school. In that case you would not want the exonerations to carry over so you would not select the options to exonerate school bills.

Receiving Books and Bills

No matter where you receive your books and bills from (County or School) you should do the following:

1. Inventory – When I inventory a shipment from the printer I'm only verifying that I received the correct number of boxes and that all the duplicates are present. **We do not inventory the RE and PC bills** to ensure they were all printed! **So you should check your duplicate and verify that you received all your RE and PC bills!**
2. Missing bills – our vendor uses high speed printing systems. As good as they are there is the possibility that some bills may be missing. If you find any missing please contact IT for County/Township or GSS for School. We will get them printed and drop shipped to your home. If time is too short for a 3 to 4 day turn around come to the Courthouse and we will print them on plain white paper for you.
3. Check duplicate totals – Verify against the Summary Report in the software to ensure the figures are the same. If not call us as soon as possible!

Receiving School Payments

OK, where do I take in School Dollars?

The highlighted area shows fields added when school data is loaded.



Receive Payment

Date Received: 7/14/2009 Change Date Bill #: Adj #:

Property Description

Control #: Map #: - -

Name: Description 1:

Co Owner: Description 2:

Address 1: Description 3:

Address 2: Deed Ref: /

City: Land Use: Acreage:

State: Zipcode: - HS Exclusion: FS Exclusion:

Assessed Land: Assessed Impr.: Assessed Total:

Query Clear Screen

Exit Print Screen

Exclusion:

DISCOUNT

County: Township: School:

Library:

Tot County: Tot Twp: Tot School:

Grand Total:

Installment Payments

Pay	DFP	Pd
<input type="checkbox"/> Payment #1:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Payment #2:	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Payment #3:	<input type="text"/>	<input type="text"/>

Payment Due:

Payment Information

County Payment Previous Payor Info

Twp/Boro/City Payment Payor:

School Payment Address 1:

Address 2:

City: State: Zipcode: -

Check #/ Cash: Previous Check #:

Amount:

Accept

Print A Receipt

Receiving School Payments

Below is an example of bill loaded to the system. You may take the full payment (Highlighted in Yellow) or you may take installment payments (Highlighted in Red), only Act 1 properties get an exclusion (Highlighted in Green).

The screenshot shows a 'Receive Payment' window with the following data:

Date Received: 7/15/2009 **Bill #:** 5 **Adj #:** []

Property Description:
Control #: 051097 **Map #:** 6504 - 090 - 70001
Name: Abels, Keith C & Goettel, Stacey L. **Description 1:** 6504-090
Co Owner: Goettel, Stacey L. **Description 2:** Lot 5 & 6 & Bldg.
Address 1: 10660 Hollis Rd **Description 3:** 10660 Hollis Rd
Address 2: [] **Deed Ref:** 895 / 665
City: Meadville **Land Use:** 1000 **Acreage:** 0
State: PA **Zipcode:** 16335 **HS Exclusion:** 4420 **FS Exclusion:** 0
Assessed Land: 2000 **Assessed Impr.:** 25300 **Assessed Total:** 27300

Exclusion: 206.77

Tax Breakdown:
County: PENALTY \$525.53 Township: PENALTY \$60.06 School: DISCOUNT \$1,048.92
Library: PENALTY \$18.02

Totals:
Tot County: \$543.55 Tot Twp: \$60.06 Tot School: \$1,048.92
Grand Total: \$1,652.53

Installment Payments:
Pay: **FACE** DFP Pd
Payment #1: \$356.77 F []
Payment #2: \$356.77 F []
Payment #3: \$356.77 F []
Payment Due: 9/15/2009

Payment Information:
 County Payment Twp/Boro/City Payment School Payment
Payor: [] Check #/Cash: [] Previous Check #: []
Address 1: [] Amount: \$1,652.53
Address 2: []
City: [] State: [] Zipcode: []

Buttons: Query, Clear Screen, Exit, Print Screen, Accept, Print A Receipt

Receiving School Payments

Just a reminder! Act 1 (commonly referred to as the H/F Act) makes a property eligible to receive an exclusion. Non-H/F properties do not receive an exclusion or tax reduction!

The County School Districts limited installments to just 3 payments! The advantage to this for the Tax Collector is that you don't have to track late installment payments! Had they allowed for four payments then the law required tracking of late installment payments and revocation of installment payment privileges under certain criteria!

The first installment must be paid by the specified date or they cannot use the installment process. There is not "Discount" offered for installment payments but they do have a "Penalty" if not paid in time.

Receiving School Payments

Accepting full payments is done exactly the same as for County and Township; so let's focus on installments. You can see in this screen that the first payment is highlighted green. That indicates the payment is in the discount period for the installment and can be taken! If the date is after the discount period for the 1st payment the box turns red and no installment payments can be taken. The taxpayer by failing to meet the deadline has indicated they are not doing installments!

2009 Crawford County Tax Collector Version 9.2.7
Real Estate Per Capita Act 169 Report Utilities Scan Printers

Receive Payment
Date Received: 10/15/2009 Change Date Bill #: 5 Adj #:

Property Description
Control #: 051097 Map #: 6504-090-70001
Name: Abels, Keith C & Goettel, Stacey L Description 1: 6504-090
Co Owner: Goettel, Stacey L Description 2: Lot 5 & 6 & Bldg.
Address 1: 10660 Hollis Rd Description 3: 10660 Hollis Rd
Address 2: Dead Ref: 895 / 665
City: Meadville Land Use: 1000 Acreage: 0
State: PA Zipcode: 16335 HS Exclusion: 4420 FS Exclusion: 0
Assessed Land: 2000 Assessed Impr.: 25300 Assessed Total: 27300
Exclusion: 206.77

	PENALTY	PENALTY	FACE
County:	\$525.53	\$60.06	\$1,070.32
Library:	\$18.02		
Tot County:	\$543.55	\$60.06	\$1,070.32
Grand Total:			\$1,673.93

Installment Payments
Pay: **PAST DUE!** DFP Pd
 Payment #1: \$356.78 F
 Payment #2: \$356.77 F
 Payment #3: \$356.77 F
Payment Due: 9/15/2009

Payment Information
 County Payment Previous Payer Info
 Twp./Boro/City Payment Payor: Address 1: Check # / Cash: Previous Check #
 School Payment Address 2: Amount: \$1,673.33
City: State: Zipcode:

Accept
 Print A Receipt

Receiving School Payments

Lets take this payment!

1. Click the box next to Payment #1
2. Note: the amount in the Payment Information Area now reflects the installment payment if just a School Payment is being received. You now just need to enter Payor and Check/# Cash and accept the payment.

2009 Crawford County Tax Collector Version 9.2.7

Real Estate Per Capita Act 169 Report Utilities Scan Printers

Receive Payment

Date Received: 7/15/2009 Change Date Bill #: 5 Adj #:

Property Description

Control #: 051097 Homeowner/Assessed
Map #: 6504 - 090 - 70001
Name: Abels, Keith C & Goettel, Stacey L Description 1: 6504-090
Co Owner: Goettel, Stacey L Description 2: Lot 5 & 6 & Bldg.
Address 1: 10660 Hollis Rd Description 3: 10660 Hollis Rd
Address 2: Deed Ref: 895 / 665
City: Meadville Land Use: 1000 Acreage: 0
State: PA Zipcode: 16335 HS Exclusion: 4420 FS Exclusion: 0
Assessed Land: 2000 Assessed Impr.: 25300 Assessed Total: 27300

Query Clear Screen
Exit Print Screen

Exclusion Exclusion: 206.77

Category	Amount
County: PENALTY	\$525.53
Township: PENALTY	\$60.06
School: DISCOUNT	\$1,048.92
Library: PENALTY	\$18.02
Tot County:	\$543.55
Tot Twp:	\$60.06
Tot School:	\$1,048.92
Grand Total:	\$1,652.53

Payment Information

County Payment
 Twp/Boro/City Payment
 School Payment

Payment Info

Previous Payor Info
Payor: Abels, Keith C & Goettel, Stacey L
Address 1: 10660 Hollis Rd
Address 2:
City: Meadville State: PA Zipcode: 16335

Previous Check #
Check #/ Cash: 123123
Amount: \$356.78

Accept
 Print A Receipt

Installment Payments

Pay

Payment	FACE	DFP	Pd
<input checked="" type="checkbox"/> Payment #1	\$356.78	F	<input type="checkbox"/>
<input type="checkbox"/> Payment #2	\$356.77	F	<input type="checkbox"/>
<input type="checkbox"/> Payment #3	\$356.77	F	<input type="checkbox"/>

Payment Due: 9/15/2009

Receiving School Payments

Once the first installment is received the system automatically sets you up to take the 2nd installment. It also records the period in which each installment is paid. The first column indicates the current period based on data. The second indicates the period the payment was entered. Remember, installments don't have a discount period!

2009 Crawford County Tax Collector Version 9.2.7

Real Estate Per Capita Act 169 Report Utilities Scan Printers

Receive Payment

Date Received: 9/30/2009 Bill #: 5 Adj #:

Property Description

Control #: 051097 Homestead/Admited Map #: 6504 - 090 - 70001

Name: Abels, Keith C & Goettel, Stacey L Description 1: 6504-090

Co Owner: Goettel, Stacey L Description 2: Lot 5 & 6 & Bldg.

Address 1: 10660 Hollis Rd Description 3: 10660 Hollis Rd

Address 2: Deed Ref: 895 / 665

City: Meadville Land Use: 1000 Acreage: 0

State: PA Zipcode: 16335 HS Exclusion: 4420 FS Exclusion: 0

Assessed Land: 2000 Assessed Impr: 25300 Assessed Total: 27300

Exclusion:

PENALTY		PENALTY		DISCOUNT	
County:	\$525.53	Township:	\$60.06	School:	\$1,048.92
Library:	\$18.02				
Tot County:	\$543.55	Tot Twp:	\$60.06	Tot School:	\$1,048.92
Grand Total:		\$1,652.53			

Installment Payments

Pay	FACE	DFP	Pd
<input type="checkbox"/> Payment #1:	\$356.78	F	F
<input checked="" type="checkbox"/> Payment #2:	\$356.77	F	
<input type="checkbox"/> Payment #3:	\$356.77	F	

Payment Due: 10/15/2009

Payment Information

County Payment Twp/Boro/City Payment School Payment

Payment Received

Previous Payor Info

Payor: Check #/ Cash:

Address 1: Previous Check #:

Address 2: Amount: \$356.77

City: State: Zipcode:

Print A Receipt

Receiving School Payments

As shown earlier if Payment #1 goes past the Face period you cannot accept installment payments. However payments #2 and #3 can be taken at penalty. Below is an example of a payment in the penalty period. The amount color changes from green to yellow the status changes to PENALTY and status the DFP shows.

2009 Crawford County Tax Collector Version 9.2.7

Real Estate Per Capita Act 169 Report Utilities Scan Printers

Receive Payment

Date Received: 10/30/2009 Change Date Bill #: 5 Adj #:

Property Description

Control #: 051097 homestead/limited Map #: 6504 - 090 - 70001

Name: Abels, Keith C & Goettel, Stacey L Description 1: 6504-090

Co Owner: Goettel, Stacey L Description 2: Lot 5 & 6 & Bldg.

Address 1: 10660 Hollis Rd Description 3: 10660 Hollis Rd

Address 2: Deed Ref: 895 / 665

City: Meadville Land Use: 1000 Acreage: 0

State: PA Zipcode: 16335 HS Exclusion: 4420 FS Exclusion: 0

Assessed Land: 2000 Assessed Impr.: 25300 Assessed Total: 27300

Exclusion Exclusion: 206.77

County: PENALTY \$525.53 Township: PENALTY \$60.06 School: FACE \$1,070.32

Library: \$18.02

Tot County: \$543.55 Tot Twp: \$60.06 Tot School: \$1,070.32

Grand Total: \$1,673.93

Installment Payments

Pay	Amount	DFP	Pd
<input type="checkbox"/> Payment #1:	\$356.76	F	F
<input checked="" type="checkbox"/> Payment #2:	\$392.45	P	
<input type="checkbox"/> Payment #3:	\$356.77	F	

Payment Due: 10/15/2009

Payment Information

County Payment Twp/Boro/City Payment School Payment

Payment Info

Payment Received

Previous Payor Info Payor: Address 1: Address 2: City: State: Zipcode: Previous Check # Check #/ Cash: Amount: \$392.45

Accept Print A Receipt

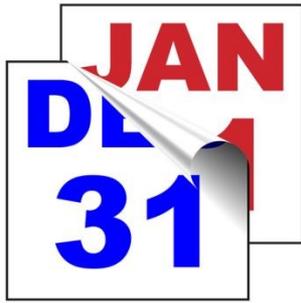
Receiving PC Payments

Click on Per Capita, then Receive Payment. Enter bill# then TAB, rest is like any other payment. Click Accept and if they want a receipt, check the box

The screenshot shows a software window titled "Receive Payment" with a light blue background. At the top, there are fields for "Date Received" (7/25/2022), "Bill #" (2), and "Adj #". A "Change Date" button is next to the date field. Below this is the "Property Description" section, which includes fields for "Control #", "Name", "Address 1", "Address 2", "City", "State", "Zipcode", "Code", "Description", "Value", and "Birthdate". To the right of this section are buttons for "Query", "Exit", "Clear Screen", and "Print Screen".

The middle section displays a payment breakdown with three columns, each headed "DISCOUNT". The first column shows "Per Capita" and "Tot County" both at \$4.85. The second column shows "Per Capita" and "Tot T/B/C" both at \$4.85. The third column shows "Per Capita" and "Tot School" both at \$9.80. A "Grand Total" of \$19.50 is shown at the bottom of this section. To the right of this section are buttons for "Accept", "Print A Receipt" (with an unchecked checkbox), and "Comments".

The bottom section is titled "Payment Information" and includes checkboxes for "County Payment", "Twp/Boro/City Payment", and "School Payment", all of which are checked. It also has a "Previous Payor Info" button and a "Previous Check #" field. The "Payor" field contains "Abraham, Sharon". The "Check #/ Cash" field contains "CASH". The "Amount" field shows \$19.50. There are also fields for "Address 1", "Address 2", "City", "State", and "Zipcode". At the bottom left of this section are buttons for "Payment Info" and "Print Payment Info".



End of Year Processes

Several things hit quickly at the end of year:

- In December you have to get out 2nd Notices for School Real Estate Bills.
- You have to prepare to turn in to the Taxing Authorities and all this during a busy Holiday time!
- You have to do reports and submit them to Tax Claim. Which may be the first business day of the new year!

The Software should help you with all three of these processes! So let's go through it!



2nd Notices

Print Second Notices

Tax Year: 2021

Start Bill #:

Of Mailers:

Print Mailing Address On A Separate Page

Do Not Print County Penalty

Do Not Print Municipal Penalty

Do Not Print School Penalty

Do Not Print Installment Penalty

Billing Time Frame

Early Billing

Late Billing

Early and Late Billing

Left Margin:

Top Margin:

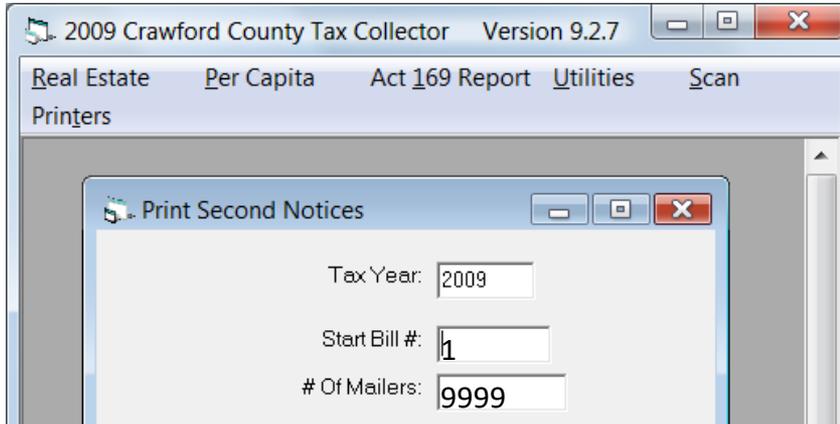
OK Cancel

Printing second notices changed in 2020, the software now allows you to choose three options for printing 2nd notices. With the addition of doing Early and Late together at the end of the year you can see significant savings on ink/toner and paper! This places any outstanding Tax Due on the notice and totals them at the penalty amount to render a Total Amount Due at Penalty!

*New (circled in **Blue**): Due to CoVID, some districts had for Municipal/School different penalty dates so added options to not print penalty was added in GSS.

Do not check these boxes unless directed to do so.

2nd Notices



To print 2nd notices for your entire district enter a Start Bill # then enter a # of Mailers that exceeds your total duplicate count. Just to be safe you can enter 9999 and that will do any district in the county.

Some tax collectors have opted to bring in their backup and have us print these at the courthouse so we can duplex print these (to get the mailing address on the same piece of paper). If you decide to do this please call ahead to schedule and we will try to have them done the same day! (no promises though).

The number to dial is (814-333-7381), this number is part of a call group and will be more likely to be picked up than calling an individual.

Sample 2nd Notice

2018 REAL ESTATE SECOND TAX NOTICE

BAIDEME, RICKY L. & CHRISTA L.
C/O RICKY BAIDEME
18773 Irish Road
Edinboro PA 16412

THE LAW REQUIRES THAT THE FOLLOWING NOTICE BE SENT TO YOU.

YOUR REAL ESTATE TAXES HAVE NOT BEEN PAID ON TIME AND A PENALTY HAS BEEN ADDED TO THE AMOUNT YOU OWE. IF NOT PAID BY DECEMBER 31, YOUR REAL ESTATE TAXES WILL BE DELINQUENT. AFTER DECEMBER 31, DELINQUENT TAXES MUST BE PAID TO "TAX CLAIM BUREAU". IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT Lorraine R. Revak BY MAIL AT

Lorraine R. Revak
Cussewago Twp Tax Coll.
13936 W. Center Road
Springboro, PA 16435

OR BY TELEPHONE AT (814) 587-2475. IF YOUR REAL ESTATE TAXES ARE TO BE PAID FROM AN ESCROW ACCOUNT ESTABLISHED IN CONNECTION WITH YOUR MORTGAGE, YOU SHOULD CONTACT THE COMPANY MANAGING YOUR ESCROW ACCOUNT.

Control #: 008464

Bill #: 50

Tax Desc	Face	Penalty	Total Tax
COUNTY	\$369.62	\$36.96	\$406.58
TOWNSHIP	\$38.70	\$1.94	\$40.64
SCHOOL	\$1,001.47	\$100.15	\$1,101.62

TOTAL DUE: \$1,548.84

Returns and Left for Collection

Tax Collector software allows for efficient recall of data for reports

Two reports are provided:

- Returns Proof, which is built just for Tax Collector use.
- Left for Collection report which is used to turn in unpaid or partially unpaid (installments) parcels for Delinquent Tax Collection!
- The Left for collection has two sections and a summary
- Both reports are pretty self-explanatory the following are samples

Sample Returns Proof

Date: 07/15/2009		Tax Collector Real Estate Returns Report for 65-0 Vernon Township						Page: 68	
Bill Number	Control Number	Map Number	Name	County Face	Library Face	Township Face	School Face	Total Face	
3418	057832	6508-085-70032	Wyman, Scott R. & Marilyn	1,009.75	34.62	115.40	2,492.44	3,652.21	
3419	103974	- -	Wz Enterprises, Llc	33.27	1.14	3.80	88.93	127.14	
3420	103975	- -	Wz Enterprises, Llc	41.86	1.44	4.78	111.90	159.98	
3421	050973	6504-065-70014	Yaeger, Mark D. & Laura J	29.75	1.02	3.40	79.53	113.70	
3422	052470	6508-043-70005	Yaeger, Mark D. & Laura J	29.75	1.02	3.40	79.53	113.70	
3423	052471	6508-043-70006	Yaeger, Mark D. & Laura J	667.63	22.89	76.30	1,577.89	2,344.71	

Date: 07/15/2009		Tax Collector Real Estate Returns Report for 65-0 Vernon Township						Page: 69	
Bill Number	Control Number	Map Number	Name	County Face	Library Face	Township Face	School Face	Total Face	
Number Of Returns: 3,464				2,173,110.16	74,506.45	248,354.44	5,459,111.95	7,955,083.00	
Total Face Amount:				2,173,110.16	74,506.45	248,354.44	5,459,111.95	7,955,083.00	
Total Penalty Amount:				2,390,424.33	81,958.51	273,190.05	6,003,755.42	8,750,593.14	

County

Number Of Returns:	3,464		
	<u>County</u>	<u>Library</u>	<u>Total</u>
Total Face Amount:	2,173,110.16	74,506.45	2,247,616.61
Total Penalty Amount:	2,390,424.33	81,958.51	2,472,382.84

Township

Number Of Returns:	3,464	
	<u>Township</u>	<u>Total</u>
Total Face Amount:	248,354.44	248,354.44
Total Penalty Amount:	273,190.05	273,190.05

School - Full Payments

Number Of Returns:	3,462	
	<u>School</u>	<u>Total</u>
Total Face Amount:	5,457,962.11	5,457,962.11
Total Penalty Amount:	6,003,755.42	6,003,755.42

School - Installments

Number Of Returns:	2	
	<u>School</u>	<u>Total</u>
Total Face Amount:	1,149.84	1,149.84
Total Penalty Amount:	1,264.83	1,264.83

Sample Left for Collection

65-0 Vernon Township Dorothy Longstreth		CRAWFORD COUNTY, PENNSYLVANIA REAL ESTATE LEFT FOR COLLECTION REPORT FOR TAX YEAR 2009 FULL PAYMENTS				Page: 1 07/15/2009	
Map Number Name and Address	Control Number Property Description	R/E Tax	Assessed Value	Unpaid Face	Unpaid Penalty	Total	
6506-074 5 Star Corporation 391 Edgewood Dr Meadville, PA. 16335	65-0-051587 6506-074-70001 Lot & Bldg.	County R/E Twp R/E School R/E	87100 87100 87100	1,576.51 174.20 4,074.54	157.66 17.42 407.45	1,734.17 191.62 4,481.99	
6505-055-1-2-3-4 Aaron Rents, Inc 309 East Paces Ferry Rd, Ne Atlanta, GA. 30305	65-0-055879 6505-055-70014 Lots & Bldg.	County R/E Twp R/E School R/E	207400 207400 207400	3,753.94 414.80 9,702.17	375.39 41.48 970.22	4,129.33 456.28 10,672.39	
6503-089 Abbondanza, Pasquale C/o Alpatlin Co. 247 Race St Meadville, PA. 16335	65-0-050840 6503-089-70001 Lot & Bldg.	County R/E Twp R/E School R/E	82000 82000 82000	1,484.20 164.00 3,835.96	148.42 16.40 383.60	1,632.62 180.40 4,219.56	
6513-017 Abbott, Carl L & Diana M Etal Abbott, Diana M 18169 Cussewago Rd Meadville, PA. 16335	65-0-052873 6513-017-70001 Lot 50 & Bldg.	County R/E Twp R/E School R/E	23600 23600 23600	427.16 47.20 1,104.01	42.72 4.72 110.40	469.88 51.92 1,214.41	
6504-090 Abels, Keith C & Goettel, Stacey L Goettel, Stacey L 10660 Hollis Rd Meadville, PA. 16335	65-0-051097 6504-090-70001 Lot 5 & 6 & Bldg.	County R/E Twp R/E	27300 27300	494.13 54.60	49.42 5.46	543.55 60.06	
6504-091 Abels, Keith C & Goettel, Stacey L Goettel, Stacey L 10660 Hollis Rd Meadville, PA. 16335	65-0-051098 6504-091-70001 Lot 4	County R/E Twp R/E School R/E	650 650 650	11.77 1.30 30.41	1.18 .13 3.04	12.95 1.43 33.45	
6502-143 Accelerated Communications Inc 2513 Pennsylvania Ave West Mifflin, PA 15122	65-0-050375 6502-143-70001 Lots 1, 2 & 11 & Bldg.	County R/E Twp R/E School R/E	27300 27300 27300	494.13 54.60 1,277.09	49.42 5.46 127.71	543.55 60.06 1,404.80	
6502-144-145 Accelerated Communications Inc 2513 Pennsylvania Ave West Mifflin, PA 15122	65-0-050376 6502-144-70001 Lot 3 & 13 & Bldg.	County R/E Twp R/E School R/E	9750 9750 9750	176.48 19.50 456.11	17.65 1.95 45.61	194.13 21.45 501.72	
6503-030-56 Acker, Margaret A. & George R., Sr. 17660 Peninsula Drive Meadville, PA. 16335	65-0-050642 6503-030-70059 Lot & Bldg.	County R/E Twp R/E	32400 32400	586.44 64.80	58.64 6.48	645.08 71.28	

Sample Left for Collection

On the prior page the list shows full payments, did you notice that the highlighted entries did not have School listed. That is because installments were taken.

Below you can see the result of incomplete payment of School installments. We did a separate section for these since the amount is only a partial of the full amount due. Installment payers never pay the full penalty! That is because the first payment has to be made at Face and the law relegates collecting penalty only on the Face amount of each coupon so only 2 payments can have penalty applied!

Map Number Name and Address	Control Number Property Description	R/E Tax	Assessed Value	Unpaid Face	Unpaid Penalty	Total
6504-090 Abels, Keith C & Goettel, Stacey L Goettel, Stacey L 10660 Hollis Rd Meadville, PA. 16335	65-0-051097 6504-090-70001 Lot 5 & 6 & Bldg.	School R/E	27300	713.54	71.36	784.90
6503-030-56 Acker, Margaret A. & George R., Sr. 17660 Peninsula Drive Meadville, PA. 16335	65-0-050642 6503-030-70059 Lot & Bldg.	School R/E	32400	436.30	43.63	479.93

Closing Data Entry!

OK, when do you stop doing data entry?

When you turn in your Left for Collection report to the Tax Claim Bureau for Real Estate and when you report your unpaid Per Capita to the Collection Agency.

You should not receive Real Estate Taxes after you have turned in to the Treasurers Office, and you should bring ITS a backup of your database at the same time!

Also do not enter Per Capita payments to the computer after you report to the Collection Agency. There is a form for you to record Per Capita payments taken between the date you send the Collection Agency and the physical end of the year. That form should stay in your records for audit purposes!

NOTE: Per the law you may not receive current year payments after the Tax Delinquent date!

Turning in Your Data

Make a backup of you database and bring it to the ITS Office when you do your turn-in to the Treasurers Office.

- ❑ Remember the file name for your backup is: Dist##Taxcollyyyy-mmddyyyy.bkp the .bkp stands for backup! No other file can be accepted!

We will do the following for you:

- ❑ Extract your returns information and load it to the Tax Claim system *This is where the county receives payback for providing you with free software!*
- ❑ Store your end of year data on the county servers and keep an off-site copy of your data. This has proved useful over the last few years in helping Tax Collectors recover from system crashes or loss of data.