Welcome to the Wilson School District Real Estate Tax and Per Capita Tax portion of our WEB Site. We hope that you will find the information contained in this WEB page to be helpful. If you have any further questions, please do not hesitate to call the tax office during business hours.

Phone Number: (610) 670-0180 extensions 1117 or 1151
Business Hours are Monday thru Friday from 7:30 am to 4:00 pm.

I - DISTRICT TAX PROCEDURES

In 1998, Wilson School District, with the cooperation of two of its locally elected tax collectors, embarked on a new method of collecting its taxes. School taxes (not municipal or County taxes) for residents of Spring Township, Berkshire Heights and Lower Heidelberg could then be paid at any Fulton Bank - Great Valley Division branch or could be mailed to the lock box address printed on the Wilson School District tax bill.

In 1999, our other two locally elected tax collectors from the boroughs of Sinking Spring and West Lawn chose to deputize Fulton Bank - Great Valley Division to collect their School District taxes. Although Wilson School District has always been fortunate to have dedicated, competent people elected to collect its taxes, the new method allows Wilson to utilize the advances associated with computerization.

Fulton Bank - Great Valley Division was chosen after the District contacted several local banks as to their interest in participating in the tax collection process. Fulton Bank - Great Valley Division had an advantage in that it collected taxes in Lancaster County under the Fulton name and so had a collection mechanism in place. The system employed in Berks, however, is more sophisticated.

Wilson, Fulton Bank - Great Valley Division and the Berks County Intermediate Unit have developed a unified system whereby once the payments are recorded in the bank's computer-generated files, they are electronically "transferred" into the BCIU's tax system which Wilson School District uses. The BCIU prints Wilson's tax bills as well as the County and municipal bills. From the BCIU system, the deposits are electronically updated to Wilson's tax records. Reports can then be run and checked for the few exceptions or errors that sometimes appear. These are carefully researched and manually entered by Wilson's tax specialist.

The new method has saved hours of tedious manual posting (recording) of payments to the computerized system. The monies deposited are in Wilson accounts the same day as received. The local Fulton Bank - Great Valley Division locations are convenient to residents as well as having Saturday and evening hours. If a taxpayer were working in Reading or Exeter or anywhere there is a Fulton Bank - Great Valley Division branch, bills could also be paid at that branch. The lock box is swept daily and deposits made to Wilson's account. Fulton Bank - Great Valley Division often employs additional tellers during peak payment periods in addition to the Spring Towne branch dedicating a special line for tax payments during these periods. The taxpayer also has the option of using the drive through at the bank or simply mailing the payment. When a payment is made through the lock box at the end of discount, flat or penalty periods, the bank carefully checks the envelope's postmark date to be certain the taxpayer receives proper credit for his/her payment. The bank also forwards the envelope to the District if there is a question as to a postmark date.

If, as a taxpayer, you mail your payment on the last day of a cutoff period, please stop at the post office and have a clerk hand-cancel your payment. Otherwise, your mail may not be postmarked to take advantage of the payment discount.

If you do not receive your tax bill by the third week in July, please call the school district for a duplicate copy in order to take advantage of the discount rate. Any other taxpayer questions may be addressed during the year by calling Wilson’s tax specialists at (610) 670-0180 extension 1117 or extension 1151 during Wilson School District’s normal business hours.
II - TAXPAYER INSTRUCTIONS

1. If your real estate taxes are serviced by a mortgage company, forward the entire real estate tax bill to them as soon as possible to insure proper payment.

2. If your taxes are not escrowed, present the entire bill when paying in person at any Fulton - Great Valley Division bank.

3. If paying by mail, send entire bill and self-addressed stamped envelope to receive a receipt.

4. Failure to receive a bill does not entitle owner to discount or remission of penalty on taxes. If you do not receive a tax bill by the third week in July, please call the school real estate tax office and a copy will be mailed to you.

5. 2% Discount allowed on all tax bills if paid within two months from "Bill Date".

6. 10% Penalty added to all tax bills if paid after four months from "Bill Date".

7. If you no longer own this property, please provide name of new owner(s) on real estate tax bill and return to Wilson School District Real Estate Tax Office, 2601 Grandview Blvd., West Lawn, Pa 19609-1324 or call us at (610) 670-0180 extension 1117 or 1151.

8. Only full payment accepted.

9. Only legible postmarks will be accepted at the end of the discount or flat period to determine the eligible payment period.

10. FINAL DATE FOR THE JULY REAL ESTATE TAX BILL PAYMENT IS DECEMBER 31 OF EACH YEAR.

III - CONSIDERATIONS FOR PER CAPITA TAX EXONERATION

Considerations for Per Capita Tax Exoneration Per Capita tax exonerations will be considered based on the following conditions:

(1) Advanced age and/or physical or mental disabilities or indigence.

- According to board policy adopted November, 1966, and revised 1989, requests for exonerations are considered for one year where taxpayers have applied for exoneration given reasons stated under oath on forms furnished by the District.

Consideration is primarily given in those cases involving: "Advanced age and/or physical or mental disabilities or indigence. Indigence will be judged on an annual income of $6,000 per individual or $12,000 per couple or family".

If you fall into any of the categories listed above, please call the Wilson School District tax office at (610) 670-0180 extension 1151 or extension 1117 and we will be happy to mail you a request for per capita tax exoneration form.

(2) An individual taxpayer who has passed away.

- If you are a relative of a taxpayer who resides in the school district and this relative has unfortunately passed away prior to the date in which the current per capita tax bills were issued, please do the following:
Write a short message stating so directly on the tax bill and send the bill to us at the following address:

Wilson School District  
c/o Real Estate and Per Capita Tax Office  
2601 Grandview Boulevard  
West Lawn, Pa 19609

With your cooperation, this will insure that the tax bill will be exonerated and no future Wilson School District per capita tax bills will be issued for this individual.

(3) New Residents who have paid their school per capita tax bills for the current year.

- If you are a new resident to the school district and you have already paid a school per capita tax bill at your previous address for this current tax year, please do the following:

Make a copy of your school per capita tax bill receipt for the district in which you have already paid your school per capita tax bill and mail the receipt copy along with the Wilson School District per capita tax bill to the following address:

Wilson School District  
c/o Real Estate and Per Capita Tax Office  
2601 Grandview Boulevard  
West Lawn, Pa 19609

(4) Wilson residents who have moved prior to per capita tax billing.

- If you were a Wilson School District resident who has moved prior to the billing date listed on the per capita tax bill, please provide the following information.

Please provide documentation to support your new address outside the District; for example, a lease or utility bill for the period just prior to the date on the per capita tax bill(s). Include the date you have moved and any other residents in your household who have also moved and send the bill along with documentation of your new residence to us at the following address:

Wilson School District  
c/o Real Estate and Per Capita Tax Office  
2601 Grandview Boulevard  
West Lawn, Pa 19609

It is important that you include all individual per capita tax bills for the individual(s) who have moved. This will insure that these individuals will be removed from our system and will not receive any future per capita tax bills from the Wilson School District.

Your cooperation is greatly appreciated.

IV - What To Do If You Believe Your Real Estate Tax Payment Has Been Paid

This is what to do if more than one party sent payment for a Real Estate tax bill and/or you believe your mortgage company has paid your tax bill. If you think that your real estate tax bill has been paid and/or a duplicate payment
If you are a relative of a taxpayer who resides in the school district and this relative has unfortunately passed away prior to the date in which the current per capita tax bills were issued, please do the following:

- was received, we ask that you please call your mortgage company and ask them to supply you with the following
information before contacting the Wilson School District. This will enable us to better serve you in a timely matter. The required information from the mortgage company is as follows:

- Name of Mortgage Company
- Date of Check
- Amount of Check
- Check Number
- Date Mailed
- Address the Check Was Mailed To
- To Whom the Check Was Made Payable
- Check Cashed by Whom

After you have received the above information, please call the Wilson tax office at (610) 670-0180 extension 1117 and we will be happy to research this for you.

Welcome to the Wilson School District Business Privilege Tax and Mercantile Tax portion of our WEB Site. We hope that you will find the information contained in this WEB page to be helpful. If you have any further questions, please do not hesitate to call the tax office during business hours.

Phone Number: (610) 670-0180 extensions 1117 or 1151
Business Hours are Monday thru Friday from 7:30 am to 4:00 pm.