

## **DISTRICT TAX PROCEDURES**

Phone Number: (610) 670-0180 extensions 1117 or 1151

Wilson School District has deputized Fulton Bank to collect the school district taxes.

Payments can be made in person at any Fulton Bank. Fulton Bank branch offices, lobby and drive-up hours may vary by location.

Payments can be made payable to Wilson School District and mailed to the following address:

Wilson School District  
C/O Fulton Bank  
P.O. Box 7625  
Lancaster, PA 17604

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 or installment deadline.

Payments can be made online. Taxpayers can pay real estate and per capita bills electronically using an e-check, debit card, or credit card (VISA, MasterCard, and Discover accepted) using the District's on-line payment site, which can be accessed by clicking on the Quick Link "Real Estate and Per Capita On-Line Payment" on the District's Home Page or on the Business Office Page under the Real Estate and Per Capita Tax heading.

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 or installment deadline. 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.

## **TAXPAYER INSTRUCTIONS**

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 ensure proper payment.

1. If your taxes are not escrowed, present the entire bill when paying in person at any Fulton bank.
2. If paying by mail, send entire bill and self-addressed stamped envelope to receive a receipt.
3. 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.
4. 2% Discount allowed on all tax bills if paid within two months from "Bill Date".
5. 10% Penalty added to all tax bills if paid after four months from "Bill Date".
6. If you no longer own the property, please provide the name of the new owner(s) on the tax bill

and return to Wilson School District Tax Office, 2601 Grandview Blvd., West Lawn, PA 19609-1324 or call us at (610) 670-0180 extension 1117 or 1151.

7. Only full or installment payment is accepted. Exact payment only.
8. Only legible postmarks will be accepted at the end of the discount or flat period to determine the eligible payment period.
9. Only successfully submitted electronic payments time-stamped prior to 12 midnight 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<sup>st</sup> of each year. Unpaid taxes are turned over to the Berks County Tax Claim Bureau in January for delinquent collection.

### **INSTALLMENT INSTRUCTIONS**

1. The installment option allows for payment of the flat tax rate in three (3) installments, with the payment amount due on or before the dates listed below:  

First Installment - August 31  
Second Installment - October 31  
Third Installment - December 31
2. Payment of the first installment must be made on or before August 31 to indicate your intention to pay the taxes on the installment plan.
3. After receipt the first payment on or before August 31, the remaining installment coupons will be mailed to you in September.
4. Installment payments are made in the same manner as if paying the bill in full (either mailed, online or in person).
5. Failure to make any of the installment payments by the due date stated above will result in a penalty of ten percent (10%) on each such late installment. If paying late, the second installment must be paid before the third installment will be accepted.
6. Payment of all installments prior to August 31 DOES NOT entitle you to the two percent (2%) discount.

### **PER CAPITA TAX INSTRUCTIONS**

The per capita tax is a head tax for everyone over the age of 18 residing in the District. Mortgage companies do not pay per capita taxes.

1. Bring both copies of the bill when paying in person.
2. If you pay by mail and a receipt is required, please include both copies of the bill and a self-addressed stamped envelope; otherwise only one copy of the bill is required with payment.

3. Failure to receive a bill does not entitle the resident to discount or remission of penalty on taxes.
4. 2% Discount allowed on all tax bills if paid within two months from "Bill Date".
5. 10% Penalty added to all tax bills if paid after four months from "Bill Date".
6. Only full payment is accepted. EXACT payment only.

### **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 per capita tax exoneration request 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 Tax Office  
2601 Grandview Boulevard  
West Lawn, Pa 19609

With your cooperation, this will ensure 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 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 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 ensure 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.