

WILSON SCHOOL DISTRICT

2023 Annual Tax Information and Guidelines

GENERAL INFORMATION AND PAYMENT OPTIONS

If you have questions or did not receive your tax bill(s) by the third week in July, please contact the District Tax Office during normal business hours at (610) 670-0180 extensions 1117 or 1151.

Wilson School District has authorized Fulton Bank to collect the District's taxes. Exact payments only. Partial payments will not be accepted.

PAYMENT OPTIONS:

1. **MAIL** – Checks are to be made payable to the Wilson School District and mailed to the following address:

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

The postmark date is considered the date of receipt and will determine if your payment is timely. If you are mailing your check on or just prior to the due date, it is recommended that you get your payment envelope hand-cancelled by a post office representative. Only legible postmarks will be accepted at the end of the discount or base period to determine the applicable payment period.

If you would like a paid receipt for your tax payment, please include the entire real estate tax bill and/or both copies of your per-capita bill and a self-addressed stamped envelope with your mailed payment.

2. **ONLINE** - Taxpayers may pay real estate and per capita bills electronically with an e-check, debit card, or credit card (VISA, MasterCard, and Discover accepted) using the District's on-line payment system, 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.

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 timeliness of your payment.

IMPORTANT NOTE REGARDING ONLINE INSTALLMENT PAYMENTS – If you pay your first installment using a credit card, the subsequent two installment payments will automatically charge the same credit card on the due dates of October 31 and December 31, 2023.

3. **WILSON TAX OFFICE DROP OFF BOX** – A tax drop off box is located on the pillar to the left side of the entrance of the Administration Building at 2601 Grandview Blvd., West Lawn.
4. **IN PERSON** – Payments may be made in person at the Wilson School District Administration Building, 2601 Grandview Blvd, West Lawn. If you would like a paid receipt for your tax payment, please present the entire real estate tax bill and/or both copies of the per capita tax bill when paying in person.

REAL ESTATE TAX BILLING INFORMATION

If you have sold your property, please write the name of the new owner(s) on the tax bill and return it to the Wilson School District Tax Office, 2601 Grandview Blvd., West Lawn, PA 19609-1324 or call the District tax office at the telephone number listed in the General Information section.

If your real estate taxes are escrowed by a mortgage company, please DO NOT pay the tax bill but forward the entire real estate tax bill to your mortgage company.

Failure to receive a tax bill does not entitle the taxpayer to the discount or the remission of the penalty.

A two-percent (2%) discount is allowed on all tax bills if paid by August 31, 2023.

A ten-percent (10%) penalty will be applied to all tax bills if paid after October 31, 2023.

The final date for paying Real Estate tax bills is December 31, 2023. All unpaid tax bills will be turned over to the Berks County Tax Claim Bureau in January for collection.

INSTALLMENT PLAN OPTION - Taxpayers have the option to pay their real estate tax bills in three (3) installments totaling the base amount:

1. Installment due dates are as follows:

First Installment	August 31, 2023
Second Installment	October 31, 2023
Third Installment	December 31, 2023

2. Payment of the first installment must be made on or before August 31, 2023 to indicate your intention to enroll in the installment plan.

After the timely receipt of the first installment, the remaining installment coupons will be mailed to taxpayers in September.

IMPORTANT NOTE REGARDING INSTALLMENT PAYMENTS – If you pay your first installment using a credit card, the subsequent two installment payments will automatically charge the same credit card on the due dates of October 31 and December 31, 2023.

3. Installment payments are to be made in the same manner as if paying the bill in full (either mailed, online, tax drop off box, or in person).
4. Failure to make any of the installment payments by the due dates will result in a ten percent (10%) penalty applied to each late installment. If paying late, the second installment must be paid before the third installment will be accepted.
5. Payment of all installments prior to August 31, 2023 DOES NOT entitle the taxpayer to the two-percent (2%) discount.

PER CAPITA TAX BILL INFORMATION

The per capita tax is a flat rate local tax paid by all District adult residents (18 years of age and over).

**Mortgage companies do not pay per capita taxes.

Failure to receive a bill does not entitle the resident to the discount or remission of the penalty.

A two-percent (2%) discount is allowed on all tax bills if paid by August 31, 2023.

A ten-percent (10%) penalty will be applied to all tax bills if paid after October 31, 2023.

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. Taxpayers must apply for exoneration for 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 listed above in the General Information section.

(2) An individual taxpayer who has passed away.

If you are a relative of a Wilson School District resident taxpayer who has passed away prior to the per capita billing date, please write a short message stating so directly on the tax bill and send the bill to the following address:

Wilson School District
c/o Tax Office
2601 Grandview Boulevard
West Lawn, PA 19609

This will ensure that the Wilson School District per capita tax bill will be exonerated and no future per capita tax bills will be issued to 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 Wilson School District and have paid a school per capita tax bill at your previous address for this current tax year, please forward a copy of your paid school per capita tax bill receipt for your previous residential district and mail it along with the Wilson School District per capita tax bill to the Tax Office at the address listed in item (2) above.

(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 supporting documentation of your new address outside of the District. Some examples include a lease or utility bill for the period just prior to the date on the per capita tax bill(s). Three items to verify...name of person billed, date of documentation is before the date on per capita bill and the new address to show that it is not within the Wilson School District.

Include your move date and any other member of your household who have also moved and send the bill(s) along with documentation of your new residence to the Tax Office at the address listed in item (2) above,

OR

Attach the document in an email and send it to Valarie Noecker at noeval@wilsonsd.org Please make sure to include the following in the email:

- Name of person/people to be exonerated (include name change if it is different between the bill and the supporting document)
- Address on the per capita bill
- Bill number

A return email will be sent to verify receipt of sent email.

IMPORTANT –If you have moved out of the Wilson School District, please include all per capita tax bills for the individual(s) in your household who have moved. This will ensure that these individuals will be removed from the tax system and will not receive any future per capita tax bills from the District.

Your cooperation is greatly appreciated.