



Effective as of 06/17

LCTCB Real Estate Tax Group  
1845 William Penn Way  
Lancaster, PA 17601

Tax Office – 717-569-4521 Option 4

## **Frequently Asked Questions about the School Real Estate Tax**

### **1. What is the Real Estate tax?**

The Real Estate tax is a tax paid by property owners based on the assessed value of the property.

### **2. When are the Real Estate tax bills mailed out?**

The Real Estate tax bills are mailed out the first week in July of each new school tax year.

### **3. If I don't receive my Real Estate tax bill, whom do I contact?**

Contact the LCTCB Real Estate Tax Group (phone number listed above) if you do NOT receive your Real Estate tax bill. A copy will be mailed to you.

### **4. If I lost my Real Estate tax bill, whom do I contact?**

Contact the LCTCB Real Estate Tax Group (phone number listed above) if you have lost your Real Estate tax bill. A copy will be mailed to you.

### **5. If I receive a Real Estate tax bill that is not mine, whom do I contact?**

Return the Real Estate tax bill to the LCTCB Real Estate Tax Group address listed above.

### **6. What time period does the Real Estate tax bill cover?**

The Real Estate tax bill covers the time period of the school tax year - from July 1 to June 30 of the following year. (Ex. July 1, 2017 – June 30, 2018)

### **7. When are the Real Estate tax bills due?**

The Real Estate tax bills must be paid by 12/31. They can either be paid in full or by the installment plan.

If paid in full, there is a 2% Discount period due by 8/31

Base period is due by 10/31

there is a 10% Penalty period due by 12/31

If paid by the installment plan, 3 equal payments of the base amount will be made (no discount is available).

- First installment due by 8/31
- Second installment due by 10/31
- Third installment due by 12/31

#### **8. Can I make partial payments?**

No. You cannot make partial payments. Either you pay the tax bill in full or you choose to pay by the installment plan.

#### **9. Who should the Real Estate tax bills be made payable to?**

The Real Estate tax bills should be made payable to the LCTCB Real Estate Tax Group.

#### **10. Why do I need to include the remittance stub along with the tax bill payment?**

The tax bill number, which is printed on the remittance stub, is needed to update the Real Estate Tax Program to indicate payment has been received. When payment is received without the remittance stub, then, additional time is spent determining which tax bill the payment is for. So, it's very important to include the remittance stub along with the tax payment to expedite the payment process and to ensure that the proper records are updated.

#### **11. What types of payment are acceptable?**

Payment of the Real Estate tax bill can be made by check or money order. Checks/money order must be for the exact amount shown on the bill stub. No credit card payments are accepted.

#### **12. How do I get a receipt for the Real Estate tax bill?**

If you would like a receipt of the Real Estate tax bill, send the entire Real Estate tax bill along with the tax payment and a self-addressed, stamped envelope. A receipted copy will be returned to you.

#### **13. If I own several Real Estate properties and receive several Real Estate tax bills, can I pay all the tax bills with one check?**

Yes. One check can be written for all the Real Estate tax bills. It is important to include the remittance stubs from all the tax bills along with the payment.

#### **14. Where do I pay the Real Estate tax?**

If your mortgage company pays your taxes, please forward the tax bill to them for payment. It is important that the remittance stub be included with payment of the tax bill.

The Real Estate tax should be either:

- 1) Mailed in the envelope that was enclosed with the tax bill to:  
LCTCB Real Estate Tax Group  
P.O. 3900  
Lancaster PA 17604-3900
- 2) Paid at any Fulton Bank office.
- 3) Paid at: LCTCB Real Estate Tax Group  
1845 William Penn Way  
Lancaster, PA 17601

**Payments will not be accepted at the Conestoga Valley District Office.**

#### **15. What is considered the paid date for the Real Estate tax bill?**

The U.S. postmark date is considered the date paid. There are no exceptions. **Any incorrect amounts or late postmarks will be returned to the sender.**

#### **16. Why are the Real Estate tax bills mailed to the owners rather than the mortgage company?**

The current tax software does not track which taxpayers have their tax bills paid by a mortgage company. Therefore, the policy of the school district is to mail all tax bills to the property owner. It is the taxpayer's responsibility to forward the tax bill to the mortgage company.

#### **17. Why did I receive 2 Real Estate tax bills?**

Every July, the real estate tax bill for the new school tax year is issued. If property improvements are made to your property during the school tax year, then a second tax bill is created called an 'interim' (see #18 below for further explanation).

**18. What is a Real Estate interim tax bill?**

When property improvements are made where a building permit is issued, the Lancaster County Assessment Office assesses the value and determines the effective date of the improvement. The Assessment office sends that information to the LCTCB Real Estate Tax Group. LCTCB then generates a Real Estate interim tax bill for the assessed value of the improvement based on its effective date. This tax bill is referred to as an 'interim' because it is taxes due for property improvements made "in between" the yearly Real Estate tax bill.

**19. If I don't agree with the Real Estate assessed value, how do I get the assessed value/tax bill amount changed?**

Contact the Lancaster County Assessment office (717-299-8381) for questions about the assessed value. If the Assessment office determines that the assessed value should be changed, LCTCB Real Estate Tax Group will be notified of the change and a refund may be issued.

**20. If I choose to pay the Real Estate tax bill in installments, will I be reminded of when the remaining installments are due?**

Yes. Real Estate tax bills for the 2<sup>nd</sup> and 3<sup>rd</sup> installments will be sent out in September and November, respectively.

**21. Can I pay the Real Estate tax bill in 4 installments instead of 3?**

No. The Real Estate installment plan allows for three (3) equal payments of the base amount.

**22. What happens if I don't pay the Real Estate tax bill?**

All delinquent Real Estate tax bills are turned over to a Collection Agency for collection in January of the school tax year. Additional penalty amounts will be incurred.

**23. Can I get a receipt for Real Estate taxes paid in the previous year?**

Yes. Contact LCTCB Real Estate Tax Group (phone number listed above) for a copy of the bill for the previous Real Estate tax year which will be mailed to you.

**24. If the owner's name/address or property address is not correct, whom do I contact?**

All address changes (property or owner) and owner name changes should be reported to the Lancaster County Assessment office (717-299-8381). The LCTCB Real Estate Tax Group receives tax information from the Assessment office. So, the change needs to originate at the Assessment office.

**25. If the property is sold, how is the Real Estate tax bill pro-rated?**

Questions about how the Real Estate tax should be pro-rated should be addressed at settlement.

**26. Is there a Senior Citizen discount for the Real Estate tax bill?**

There is property tax/rent rebate assistance for persons 65 or older, widow/widowers 50 or older and the permanently disabled. In order to claim benefits, you must first pay your tax. To request a Property Tax/Rent rebate form (PA-1000), you can either:

- Contact the Office of Aging at 717-299-7979
- Download a form by accessing the Pennsylvania website ([www.revenue.state.pa.us](http://www.revenue.state.pa.us)) under Forms and Publications

Please note that the Office of Aging requires a receipt to show that the Real Estate taxes have been paid. You can contact LCTCB Real Estate Tax Group (phone number above) for a receipt if you did not request a receipt when paying your tax bill.