

TAX INSTRUCTIONS: IMPORTANT NOTICE - PLEASE READ

If this is NOT your bill, please return it to LCTCB Real Estate Tax Group, 1845 William Penn Way, Lancaster, PA 17601.

TO MAKE PAYMENTS: Please make 2017-2018 real estate tax payments payable to LCTCB Real Estate Tax Group. All bills have been mailed to the property owner. If your mortgage company pays your taxes, please forward the enclosed bill to your mortgage company.

Mail the bottom portion of the bill with your check. On the check memo line, write the tax bill number. Mail your payment in the enclosed envelope. U.S. Postmark date will be considered the date paid - **no exceptions**. **Any incorrect amounts or late postmarks will be returned to the sender.** Credit will be given only on the date the correct payment is received. No credit/debit card payments can be accepted.

Multiple tax bills can be combined in one payment and mailed in one envelope. Please include the bottom portion of each tax bill.

If a receipt is desired, send a **self-addressed, stamped envelope** with the complete bill.

SINGLE PAYMENTS - FULL AMOUNT: If you are making one payment for the full amount, enclose the bottom portion of the bill with your total payment in the enclosed envelope. The due dates are outlined on the front page.

INSTALLMENT PAYMENTS: Your tax bill may be paid in three equal installments of the base amount. No discount applies to installment payments. The first payment must be postmarked on or before August 31, 2017 or you will not be eligible for the installment plan.

The payment schedule is as follows:

1st installment - due by 8/31/17

2nd installment - due by 10/31/17

3rd installment - due by 12/31/17

The second installment will be mailed to you during the week of September 11, 2017. The third installment will be mailed to you during the week of November 13, 2017.

DELINQUENT REAL ESTATE TAXES: Real Estate taxes must be paid in full by December 31, 2017. U.S. Postmark date will be considered the date paid - **NO EXCEPTIONS**. The penalty amount of taxes that have NOT been paid by December 31, 2017 will be turned over to a delinquent tax collection agency where additional fees and penalties will be incurred.

OWNER'S NAME/BILLING ADDRESS CHANGES: Owner's name/billing address changes should be reported to the Lancaster County Assessment office at (717) 299-8381. Do NOT write address changes on the tax bill.

SENIOR CITIZENS PROPERTY TAX ASSISTANCE: If you meet certain income guidelines and are over age 65, a widow/widower over age 50, or disabled over age 18, you may be eligible for assistance through Pennsylvania's Tax/Rent Rebate Program (PA1000 Form). To claim benefits, you must first pay your tax. To request a Property Tax/Rent rebate form, you can either:

- Contact the Office of Aging at (717) 299-7979

- Request a rebate form be mailed to you at the website, www.revenue.state.pa.us, under Forms and Publications

The application requires a receipt to show taxes have been paid. To obtain a receipt, contact LCTCB Real Estate Tax Group at (717) 569-4521 (select Option #4).

TAX DEDUCTIBLE CONTRIBUTIONS: Did you know that you can make tax deductible contributions to Conestoga Valley School District just as you would a tax-exempt charitable organization? If you are interested in making a tax deductible contribution, please contact the Business Office at (717) 397-2421. Designated gifts must be reviewed for compliance with district policy.

QUESTIONS:

If you have any questions concerning your bill, you can:

- access the 'Frequently Asked Questions' (FAQ) document on www.lctcb.org under the Real Estate Tax tab

- e-mail the Tax office at Retaxinfo@lctcb.org

- call the Tax office at (717) 569-4521(select Option #4) between 7:00 a.m. and 4:00 p.m.

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