

PENN-DELCO SCHOOL DISTRICT

TAX OFFICE

Frequently Asked Questions

What are the office hours for the Tax Office?

- The tax office is open from 8:00am – 4:00pm, Monday – Friday.
- Hours during the summer months may differ.

How do you prefer inquires?

- Taxpayers, mortgages companies and tax service companies are welcomed to phone the tax office at (610) 497-6300 ext. 1304 or send an email request to taxoffice@pdsd.org.
- Confirmation of taxes due, taxes paid, etc. will only be made via a printed document. No verbal information is supplied.

Tax Certification Request?

- Requests for a Tax Certificate **must be mailed** to:

**Penn-Delco School District
Tax Office
2821 Concord Road
Aston, PA 19014**

- Requests must include the following:
 - Taxpayer name, address and folio # (parcel #)
 - \$25 check made payable to the Penn-Delco School District
 - A self-addressed stamped envelope or a completed Overnight (FedEx or UPS) shipping envelope
- Please allow 5 business days for your request to be processed.

Does Penn Delco School District collect taxes for another entity?

- No, Penn Delco only collects School Real Estate Taxes. Township and Sewer taxes are billed and collected by Aston Township.

When are tax bills issued and what is the billing period?

- July 1st of each year, tax bills are issued and cover the tax year/fiscal year from July 1st to June 30th.
- The post office is instructed not to forward tax bills. Address changes must be submitted to the Delaware County Board of Assessments to be active on the tax bills.

When are taxes due?

- Taxpayers receive a 2% discount if their taxes are paid by August 31st.
- Taxpayers pay the face amount if their taxes are paid by October 31st.
- Taxpayers receive a 10% penalty if their taxes are paid after October 31st.
- Contact the Tax Office for details on the Installment option. First payment due August 31st.

Who do I pay my taxes to and where should they be mailed?

- Taxes are payable to Penn-Delco School District.
***Instructions noted below are printed on the back of the tax bill.
 1. Taxpayers can pay in person at the Aston or Brookhaven branches of TD Bank. Taxpayers must bring entire bill to the branch to receive a receipt of payment.
 2. OR by mail, checks can be mailed to Penn-Delco School District, PO Box 95000-2095, Philadelphia, PA 19195-2095. Both portions of tax bill copy must be included with payment. Included a SASE (self-addressed stamped envelope) for return receipt of payment.

Is there a duplicate bill fee or tax certification fee?

- Taxpayers are issued an additional tax bill at no charge. Tax certification fees and additional bill copy fees are \$25 for mortgage companies, tax service companies and anyone other than the tax payer.

Is there a website to search tax folios?

- Data can be viewed via the Delaware County, PA Public Access System at the following web address:
<http://w01.co.delaware.pa.us/pa/publicaccess.asp?real.x=51&real.y=52>

When do taxes become delinquent? What other fees become tax liens?

- Delinquent taxes are liened to the Delaware County Tax Claim Bureau in Mid-February.
- Tax liens are equal to the face amount of the taxes plus a 10% penalty.
- Delaware County Tax Claim Bureau adds a recording fee and interest charges to the penalty amount.

Are delinquent payments made to same entity as taxes?

- Delinquent taxes can be paid by mail or at the Delaware County Tax Claim Bureau counter in the Government Center Building, ground floor, 201 W. Front Street, Media, PA 19063.
- Office hours are 7:30 am to 5:00 pm Monday to Friday.
- Payment must be made by cash, certified check or money order.
- If you call the office for a pay off, please have your 11-digit folio number ready before placing the call.
- The suggested phone number to make contact with the Bureau for payment is (610) 891-4284, menu #2.
- Arrangements for an agreement can be requested directly by calling (610) 891-4284, menu #4.
- Tax certification for outstanding tax liens (County, School District, Municipality) for the four years is available from this office. Use address above. Service fee is \$20.00. Phone (610) 891-4284, menu #3.