



2018 COUNTY TAX INFORMATION FORM [DCED-CLGS-67] TIP SHEET

IMPORTANT POINTS TO REMEMBER WHEN SUBMITTING YOUR ONLINE COUNTY TAX INFORMATION FORM

- To access the *Municipal Statistics* login site, go to munstats.pa.gov/forms and enter your user name and password. Once you are logged in, access to the *2018 County Tax Information Form* is obtained by clicking the link on your "Start Page" under "Your Pending Tasks," titled *2018 Tax Information Form*. Please note that links for this form will not be available on user *Start Page* until *after* January 1, 2018.
- You must check the certification box at the final review step and then click the confirm button to submit your online *County Tax Information Form* to the Department of Community and Economic Development (DCED). Simply clicking *Save & Exit* will not complete your submission.
- The due date for the *County Tax Information Form* is January 15th. Please note: if changing existing tax rates, section 2 of 1949 P.L. 819, No. 215, 71 P.S. 965 requires each taxing body to provide a copy of the tax-levying ordinance to the DCED within 15 days after the effective date of the ordinance.

E-FILING INSTRUCTIONS

Registered E-filers

If you have already registered to e-file with the DCED, please go to munstats.pa.gov/forms and enter your existing username and password, and click "Log In."

New E-filers

Those who are e-filing for the first time must complete a registration form by going to: munstats.pa.gov/forms and click the "Register" button in the lower left corner of the *Log in to Municipal Statistics* box. Once the online registration form is completed, it must be signed by the appropriate county official. Note that this form also requires a county seal. For your convenience and quick approval, you may fax the completed authorization form to us at 717.783.1402. If using a raised seal, rub a pencil over the seal, make a copy of the original, and fax the copy to us. This ensures that the seal is visible on the faxed copy. You can now set up your own user name and password during the registration process. The user name you choose may not contain any spaces or the @ symbol and must be at least three characters long. The password you choose must be at least eight characters in length with at least one upper case character, one lower case character, and one number. You will not be able to use this password until the DCED receives your completed E-filer Authorization and activates your e-filing privileges in the Municipal Statistics System. When logging in to the Municipal Statistics System, always make sure you are entering your user name and password in the *Log in to Municipal Statistics* box to e-file your information.

Existing Municipal Statistics Log-In Users

If you have not accessed the Municipal Statistics System Login site in the past 60 days, you will need to change your password before logging in. You can do this by clicking the link, "Forgot your user name or password?" in the *Log in to Municipal Statistics* box and following the prompts. Once you have created a new password in the *Security* section of the online form, be sure to click the Submit button at the bottom (do not hit the *Enter* key on your computer keyboard). You will receive an email with your user name and a system generated password. Please make sure that you return to the *Log in to Municipal Statistics* box to log in and e-file your DCED forms.

Please Note - In order to function correctly, the Municipal Statistics website requires the following:

- Microsoft Internet Explorer 9 or later (also compatible with Microsoft Edge and Google Chrome web browsers)
- You may e-file from any computer with Microsoft Edge, Internet Explorer or Google Chrome web browsers.

OTHER INFORMATION

Ordinance/Resolution Submittal – The DCED is required to keep tax ordinance/resolutions on file. Please provide a copy of the fully executed ordinance/resolution for tax increases/decreases, repeals or new tax enactments. The DCED will not process any change to a tax without the signed ordinance/resolution.

Effective Dates of Resolutions – The DCED provides tax data to a wide variety of users and has received a large number of requests regarding effective dates. As a result, we are asking you to report the effective date **(the day a taxpayer is first subject to a given tax)** in the column provided. **Note: This is NOT when the tax ordinance/resolution was passed.**

Detailed Account of Real Estate Taxes – The DCED requires a detailed breakdown of your municipality's real estate taxes. The form lists the most common real estate levies. If your municipality levies a Real Estate related tax that is not listed on the form, please contact us.

Tax vs. Assessment – If your county levies a special purpose real estate tax [by ordinance or resolution – not just a budgeted amount – examples include community college, debt service, lease rental payments to Authorities, libraries, parks and playgrounds, roads and bridges, etc., etc.], the tax rate (in mills) should be recorded under the appropriate line on the *Tax Information Form*. Assessments [charges which are not uniformly levied across your municipality] and/or budgeted amounts under a specific line item [where a tax ordinance was not created] are not to be included on the *Tax Information Form*.

Low Income Exemptions – If a low income exemption is applicable to any of the taxes levied by your county, please provide the dollar amount of the exemption in the column provided.

Call with Questions – Please feel free to call the Governor's Center for Local Government Services toll-free at 888-223-6837 if you have any questions when completing the *County Tax Information Form*.