



2020 COUNTY TAX INFORMATION FORM [DCED-CLGS-67] TIP SHEET

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

- Once you are logged in, access to the *2020 County Tax Information Form* is obtained by clicking the link on your "Start Page" under "Your Pending Tasks," titled *2020 Tax Information Form*. Please note that links for this form will not be available on user *Start Page* until *after* January 6, 2020.
- 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.

NEW KEYSTONE LOGIN SERVICE

The Commonwealth's login service is changing. Beginning with the 2020 municipality forms filing period, every *Municipal Statistics* e-filer will be required to register in the new *PA Keystone Login* service. **To learn more, please click the link titled, "PA Keystone Login Service Guide" under the *General News* section of the *Municipal Statistics* website (munstats.pa.gov/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*.