



2018 MUNICIPALITY REPORT OF ELECTED AND APPOINTED OFFICIALS FORM [DCED-CLGS-19] TIP SHEET

IMPORTANT POINTS TO REMEMBER WHEN SUBMITTING YOUR ONLINE MUNICIPALITY REPORT OF ELECTED AND APPOINTED OFFICIALS

- 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 Municipality Report of Elected and Appointed Officials* form is obtained by clicking the link on your "Start Page" under "Your Pending Tasks", titled 2018 Elected and Appointed Officials. **Please note that links for this form will not be available on user "Start Pages" 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 *Municipality Report of Elected and Appointed Officials* form to the Department of Community and Economic Development (DCED). Simply clicking Save & Exit will not complete your submission.
- This form is due January 31 of each year. State Liquid Fuels payments will not be released by PennDOT until this form is received by the DCED.

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 municipal official. Note that this form also requires a municipal 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.

INSTRUCTIONS FOR FORM

Email Addresses

The DCED uses email as a communication tool; please verify the accuracy of email addresses for all officials and provide a valid email address for those officials that currently do not have one listed on the *Report of Elected and Appointed Officials* form so that important communications are received.

1. **Enter name and address.** The information is used for various mailings. Please use the following format when entering online:

Name: JOHN DOE
Address 1: 1 MAIN ST
Address 2: PO BOX 001
Address 3:
City: ANYTOWN
State: PA
Zip: 00000-0000
Email: jdoe@municipality.gov

2. **Position.** The form lists all possible positions that a municipality can have. For those positions that are blank, please indicate whether the position is *vacant* or *not applicable*. If your municipality has more than one official for a particular position, please choose a primary official.
3. **Real Estate Tax Collector Information.** All municipalities must designate a real estate tax collector in *position 20*, even if the person designated to collect taxes uses a title other than *Tax Collector*. The updated system will always show this position as "Occupied". If, due to extenuating circumstances, there is no person designated to collect real estate taxes for your municipality, you must place the name of the **Municipal Contact** person in the name field for *position 20* and include the municipal address and phone number. Once the vacancy has been filled, you may update this form, online, at any time. It is important that you provide an email address for *position 20* as the DCED will be using e-mail to notify real estate tax collectors of important legislation that may impact this position.
4. **Open Records Officer.** All municipalities must designate an Agency Open Records Officer in *Position 80 – Open Records Officer*. If, due to extenuating circumstances, there is no person designated as the Agency Open Records Officer for your municipality, you must place the name of the **Municipal Contact** person name field for Position 80 and include the municipal address and phone number. Once the vacancy has been filled, you may update this form, online, at any time.
5. **Year Term Ends** needs to end in an **even year** as the newly elected officials take office in January after the November election.
6. **Municipality Payroll.** As a general rule, if a W-2 is prepared for an employee, include them in the count. Contracted workers are generally issued 1099s. These individuals (CPA's, etc.) would not be counted as municipal employees.
7. **Police Service**
 - a. *Contracted from another municipality* requires the addition of the name of the municipality.
 - b. *Regional Police Force* requires the name of the Regional Police Force and the names of the municipalities involved.
8. **Fire Service**
 - a. Enter the number of companies within the municipality.
 - b. Enter the type of fire services.
 - c. Indicate whether the Fire Marshal/Chief is paid.
9. **Land Use and Planning**
 - a. *A multi-municipal plan* requires the participating municipalities to be entered.
 - b. *A joint/multi-municipal zoning ordinance* requires the participating municipalities to be entered.

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 *Municipality Report of Elected and Appointed Officials* form.