



2024 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 *2024 County Tax Information Form* is obtained by clicking the link on your "Start Page" under "Your Pending Tasks," titled *2024 Tax Information Form*. Please note that links for this form will not be available on user *Start Page* until after January 1, 2024.
- 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 has changed. 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*.