

SECTION: FINANCES

TITLE: TAX COLLECTION

ADOPTED: September 26, 1979

REVISED: June 25, 1985
June 23, 2009

LINE MOUNTAIN SCHOOL DISTRICT

606. TAX COLLECTION	
<p>1. Authority Pol. 605</p> <p>Act 511 of 1965 53 P.S. 6901 et seq</p>	<p>Real Estate, Per Capita and Occupational Taxes as provided for in the School Code shall be collected by the elected and properly bonded tax collector annually from July 1st to December 31st of each tax year.</p> <p>Earned Income Tax as provided under Act 511 shall be collected by the annually appointed tax administrator.</p> <p>All other taxes shall be collected by the elected and properly bonded tax collector.</p>
<p>2. Definitions</p>	<p>Tax Year – The tax year for Occupation and Per Capita Tax purposes is the calendar year beginning January 1st and ending on December 31st.</p> <p>Taxable – Any resident who attains the age of eighteen (18) on or before the first day of the tax year (January 1).</p> <p>Resident – The term resident as used in the Occupation and Per Capita Tax resolutions shall apply to anyone whose "residence" or "domicile" is in the Line Mountain School District. "Residence" or "Domicile" synonymous terms for these purposes, defined as the "fixed, permanent, final home to which one always intends to return".</p>
<p>3. Delegation of Responsibility</p> <p>SC 684</p>	<p>It shall be the responsibility of the Business Administrator to ascertain that the tax collector is properly bonded and she/he shall submit such information or estimated collection as may be required to set proper bond.</p>
<p>4. Guidelines</p>	<p>The local tax collectors shall pay over monies on a weekly basis in the months of July, August, September and October. Tax reports and funds shall be filed bi-weekly thereafter during the remainder of the tax year.</p>

Payment of School Real Property Taxes in Installments

Option I: Installment Payments

Effective for each year's school property tax bills, all taxpayers are eligible to pay their school tax bill in three (3) installments. Installment payments are based upon the base tax amount. Please note that if the installment method of payment is made, the taxpayer will not receive the 2% discount.

First Payment

If a taxpayer wishes to make installment tax payments, he or she must remit a payment of one-third (1/3) of the base tax amount by August 15th of each tax year. Once the first installment tax payment is made, the taxpayer must remit payment in accordance with the following installment schedule.

Second Payment

The second one-third (1/3) installment tax payment is due on or before September 15th of each tax year. If payment is received on or after September 16th, a 10% penalty is added to the installment payment due.

Third Payment

The third and final one-third (1/3) installment tax payment is due on or before October 15th of each tax year. If the installment is not made by October 16th, a 10% penalty is added to the installment payment due.

All unpaid amounts and penalties not paid by December 31st of each tax year will be considered delinquent and returned to the delinquent tax collection agency for the district.

Option II: Non-Installment Payments

Taxpayers not wishing to opt into the installment method of payment may continue to pay their school property tax bills based upon the following:

- 2% discount if payment is made on or before August 31st of each tax year.
- Full base amount due if payment is made on or before October 31st of each tax year.
- 10% penalty if payment is made on or after November 1st of each tax year.

All unpaid amounts and penalties not paid by December 31st of each tax year will be considered delinquent and forwarded to the delinquent tax collection agency for the district.

All Real Estate Taxes not collected by the local tax collector by December 31st shall be turned over to the Tax Claims Bureau for collection. All Per Capita and Occupation taxes not collected by the local tax collectors by December 31st shall be turned over to the school district for collection. The school district shall annually

appoint a delinquent tax collection agency which shall be empowered to collect delinquent Per Capita and Occupation Taxes.

Abatements

1. Partial Year Residents – Residents who, in their first year of residency, present proof of payment of taxes based upon residency elsewhere to the Line Mountain local tax collector shall be subject to the abatement of personal taxes. Residents who move out of the district during the tax year are liable for full payment of taxes.
2. Death During the Tax Year – The surviving spouse, relatives and/or estate of any taxable resident who dies during the tax year shall be subject to the abatement of any unpaid taxes of the deceased.
3. Residents Who are Financially Unable to Pay – Income, health and physical impairment shall be considered in determining financial ability to pay. The following guidelines will be utilized by the Board to consider granting exonerations:
 - a. Annual income from all sources shall be less than \$5,000 for an individual and/or combined annual income of less than \$7,500 for a husband and wife.
 - b. Medical and hospital expenses not reimbursable from a third party carrier may be deducted from annual income.
4. Residents Who Have Attained the Age of 80 Years or Greater – Residents who have reached their eightieth (80) birthday on or before December 31st of that tax year will be exonerated from the payment of personal taxes by the Board of the district upon the presentation of proof of attaining the age of eighty (80) or greater. An exoneration form will need to be completed by these individuals only in the year they attain eighty (80) years of age.
5. Residents Who are Attending School – Residents who are attending school as a full-time student (high school, institutions of higher learning, or uncompensated, formalized training program) as of May 1st of each tax year shall be eligible for exoneration for the entire tax year upon application for exoneration.
6. Residents who are in Active Military Service – Residents who are serving in active military service of the United States of America as of May 1st of each tax year shall be eligible for exoneration for the entire tax year upon application for exoneration and subsequent Board approval.
7. Official Forms – Request for Exoneration.

Exonerations

Exonerations may be granted for uncollectible occupation and per capita taxes, mistakes, indigent persons, unseated lands deaths, removal, etc., as seen justifiable to the taxing district. When a tax collector has been exonerated from the collection of any taxes, such action shall not in any way have the effect of discharging or limiting the liability of the taxable, but all methods of enforcing collection of taxes shall continue as though no exoneration has been made. In all cases except for Number 4 above, exonerations shall be valid only for the specified tax year.

Uncollectibility – A tax collector seeking exoneration of taxes on grounds of uncollectibility is required to sign an oath swearing that s/he exercised all explicit and implied powers of his/her office in an effort to collect the taxes in question.

Movement Within School District – Tax collectors are responsible for ascertaining that taxables have been added to the duplicate of the municipal subdivision to which they have moved prior to requesting exoneration, to assure that taxable residents of the district are on the tax rolls of one (but only one) municipal subdivision.

Movement to Unknown Address – Tax collectors are responsible for using every means at their disposal to determine the new resident district of, and pursue collection of taxes from, persons who have moved out of the district during the tax year. Further, tax collectors are responsible for retaining all tangible evidence to document their efforts and are required to make recommendations for further action to the Tax Collection Assistant for Line Mountain School District.

Occupational Appeals

Occupational Tax Appeals shall be brought before the Board of Directors of the district upon review by the Tax Collection Assistant of the Line Mountain School District of satisfactory evidence of an incorrect occupational assessment for the for the specified tax year.

The occupation classification of the taxable as of May 1st of that current tax year shall remain the occupation classification for the taxable for the entire tax (calendar) year. For purposes of securing satisfactory evidence, the Occupational Tax Appeal Form shall be utilized. An occupational tax appeal shall apply only to the specified tax year. Permanent occupational assessment changes shall be effected by the Chief Assessor of Northumberland County. The occupation classification of the taxable shall be considered unchanged during periods of temporary unemployment during which the taxable qualifies for unemployment compensation or workers' compensation.

	<p>In all cases described above in regard to abatement, exoneration or occupational appeal, application shall be made to the Board of the district before October 31 of the applicable tax year. The Tax Collection Assistant for Line Mountain School District shall review all cases described above and prepare recommendation based on the guidelines within this policy to the Board of Directors for their consideration. The Board reserves the right to reject any application not complying with the requirements set forth above.</p>
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