

## REAL ESTATE TAXPAYER INSTRUCTIONS

### LAST DAY TO PAY REAL ESTATE TAXES TO TAX COLLECTOR IS 12/31

1. When paying in person, bring both copies of the tax bill.
2. If you pay by mail and a receipt is required, include both copies of the bill and a self-addressed stamped envelope; if a receipt is not required, one copy of the bill is needed with payment.
3. Failure to receive bill does not entitle owner to discount or remission of penalty on taxes.
4. If paying the bill in full, you have the following alternatives:
  - Pay the net amount by August 31 for a two percent (2%) discount.
  - Pay in full at the flat amount from September 1 until October 31.
  - Payment after October 31 is subject to penalties and interest as provided in the tax code.
5. If you no longer own this property, please provide name of new owner on bill and return to tax collector's office.
6. **If serviced by a Mortgage Company, forward bill to them immediately.**
7. Only the EXACT full or installment payment is accepted.

### INSTALLMENT INSTRUCTIONS

1. The installment option allows for payment of the **flat tax rate** in three (3) equal installments, with the payment amounts due on or before the dates as listed:
  - First Installment due July 31
  - Second Installment due September 30
  - Third Installment due October 31
2. Payment of the first installment must be made on or before July 31 to indicate your intention to pay the taxes on the installment plan.
3. After receiving the first payment on or before July 31, the remaining installment coupons will be mailed to you.
4. Installment payments are made in the same manner as if paying the bill in full (either mailed or paid in person).

5. Failure to make any one of the installment payments by the due date stated above will result in a penalty of ten percent (10%) on each such late installment.
6. A tax payer who is delinquent by more than ten days on more than two installment payments shall be ineligible for the installment payment option in the following school fiscal year.
7. Payment of all installments prior to August 31 DOES NOT entitle you to the two percent (2%) discount.

**COMMENTS:**

Receipt valid after check clears bank

Overdraft cost is the responsibility of the taxpayer

After January 1, \$15 COSTS ADDED BY Berks County Tax Claim Bureau

$\frac{3}{4}$ % interest added per month as of Feb. 1