

## **TAX INSTRUCTIONS: IMPORTANT NOTICE - PLEASE READ**

If this is NOT your bill, please return it to LCTCB Real Estate Tax Group, 1845 William Penn Way, Lancaster. PA 17601.

**TO MAKE PAYMENTS:** All bills have been mailed to the property owner. If your mortgage company pays your taxes, please forward the enclosed bill to your mortgage company.

U.S. Postmark date will be considered the date paid - **no exceptions. Any incorrect amounts or late postmarks will be returned to the sender.** Credit will be given only on the date the correct payment is received. No credit/debit card payments can be accepted. Return checks subject to a \$29.00 fee.

Multiple tax bills can be combined in one payment and mailed in one envelope. Please include the bottom portion of each tax bill.

If a receipt is desired, send a self-addressed, stamped envelope with your payment.

**TO PAY ONLINE:** Starting today schedule your payment ahead of the deadline. Fee free electronic payments are available at DIRECTPAY.LCTCB.ORG or IND.LCTCB.ORG. Choose then "PAY REAL ESTATE BILL" and follow the instructions to schedule single payments or installments.

**SINGLE PAYMENTS - FULL AMOUNT:** If you are making one payment for the full amount, enclose the bottom portion of the bill with your total payment in the enclosed envelope. The due dates are outlines on the front of page.

**INSTALLMENT PAYMENTS:** Your tax bill may be paid in three equal installments of the base amount. No discount applies to installment payments. The first payment must be postmarked on or before August 31, 2025 or you **will not** be eligible for the installment plan.

The payment schedule is as follows:

**1st installment** - due by 08/31/2025

**2nd installment** - due by 10/31/2025

**3rd installment** - due by 12/31/2025

**DELINQUENT REAL ESTATE TAXES:** Real Estate taxes must be paid in full by December 31, 2025. U.S. Postmark date will be considers the date paid - **NO EXCEPTIONS**. The penalty amount of the taxes that have NOT been paid by December 31, 2025 will be turned over to a deliquent tax collection agency where additional penalties will be incurred.

**SENIOR CITIZENS PROPERTY TAX ASSISTANCE:** If you meet certain income guidelines and are over age 65, a widow/widower over age 50, or disabled over age 18, you may be eligible for assistance through Pennsylvania's Tax/Rent Rebate Program(PA1000Form). To claim benefits, you must first pay your tax. To request a Property Tax/Rent rebate form, you can either:

- Contact the Office of Aging at (717) 299-7979
- Request a rebate form be mailed to you from the website, [www.revenue.state.pa.us](http://www.revenue.state.pa.us), under Forms and Publications

The application requires a receipt to show taxes have been paid. To obtain a receipt, contact LCTCB Real Estate Tax Group at (717)569-4521 (select Option #4).

### **QUESTIONS:**

If you have any questions concerning your bill, you can:

- access the 'Frequently Asked Questions' (FAQ) document on [www.lctcb.org](http://www.lctcb.org) under the Real Estate Tax tab.
- e-mail the Tax office at [Retaxinfo@lctcb.org](mailto:Retaxinfo@lctcb.org)
- call the Tax office at (717) 569-4521(select Option #4) between 8:00 a.m. and 4:00 p.m. (Mon.-Thurs.)