



**NORTHERN BEDFORD COUNTY SCHOOL DISTRICT**  
2020 Flat Rate Occupational Tax Notice

**Pay online at [www.KeystoneCollects.com](http://www.KeystoneCollects.com)**

Keystone Collections Group is the appointed Flat Rate Occupation Tax Collector for the Northern Bedford County School District. Below is your personal tax notice. Payment is due according to the dates and amounts shown. The Occupation Tax is levied upon all adults age 18 and over who have earned or made a profit between January 1<sup>st</sup> and December 31<sup>st</sup> of the subject tax year, regardless of home ownership. Employers do not withhold this tax, nor is it paid by mortgage companies. Payment is the sole responsibility of the individual. **DO NOT** include payment for your Occupation Tax with your EIT Tax Return.

**EXEMPTIONS APPLICABLE:** (You must complete and return exemption information on payment voucher.)

1. If you are under the age of 18 on January 1<sup>st</sup> of the of the subject tax year.
2. If you move out of the School District before January 1<sup>st</sup> of the subject tax year.
3. If you are retired, a homemaker, unemployed and have **NO** other occupation during the subject tax year.
4. If you have not earned or made a profit of \$1,000 during the subject tax year.

**GENERAL INFORMATION:**

1. To ensure proper credit to your account, detach and return the bottom portion with your payment. Your canceled check will be your official receipt.
2. Make checks payable to: Keystone Collections Group. Returned checks are subject to a \$29 bank fee.

Taxes unpaid as of April 15<sup>th</sup> of the current tax year will be subject to statutory costs of collection.

If you need further assistance concerning this tax notice, visit [www.KeystoneCollects.com](http://www.KeystoneCollects.com) or please contact Keystone at: 546 Wendel Rd – Irwin, PA 15642 – Phone (724) 978-0300.

NOTE: You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by submitting your request in writing to: Keystone Collections Group P.O. Box 519 Irwin, PA 15642 or calling (724) 978-0300 during the hours of 8am to 4pm, Monday through Friday.

	<b>Face Payment</b>
<b>If Paid</b>	<b>By 04/15/2021</b>
<b>Amount</b>	<b>\$10.00</b>

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*Please remit bottom portion with your next payment to ensure proper credit*

**PAYMENT VOUCHER**



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Exemption on the reverse

Face Payment	By 04/15/2021	\$10.00
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SSN:  
Name:  
Address:

Delinquent after 04/15/2021

16540420000000000004152100000000100000000000000000006

## Keystone Collections Group...

Is a respected professional tax administrator with over 30 years of experience assisting municipalities and school districts in 38 counties throughout Pennsylvania. We build our technology around you, the taxpayer, to provide the easiest, fastest and most secure way for you to pay your taxes online with confidence.

## Committed to Fairness...

We ensure every taxpayer the opportunity to pay their tax obligations in a reasonable and dignified manner. We provide a well-trained staff of knowledgeable and courteous taxpayer service representatives to assist you in bringing your tax account(s) up to date, answering your questions and helping you use the online tax payment system.

## About Your Tax Notice...

- The per capita tax is charged annually to each adult residing within the taxing district.
- The occupation tax is charged annually to each employed adult residing within the taxing district.
- The per capita and/or occupation tax is separate from the real estate tax, the earned income tax and the local services tax.
- Property owners and renters are subject to the per capita and/or occupation tax.
- Your mortgage company does not pay your per capita and/or occupation tax.
- Your employer does not withhold your per capita and/or occupation tax from payroll.
- For answers to frequently asked questions, visit: [www.KeystoneCollects.com](http://www.KeystoneCollects.com).
- If you did not reside in the taxing district for the subject year, please return the payment voucher with a completed tax exoneration form, which you can find and print at [www.KeystoneCollects.com](http://www.KeystoneCollects.com).
- The easiest way to pay your bill is online at [www.KeystoneCollects.com/pay](http://www.KeystoneCollects.com/pay).
- Need help paying the bill online? Call 1-724-978-0300.
- Para recibir asistencia en español, por favor llame (724) 978-2866.

Under the pandemic response directives of the PA Dept of Health and the CDC, the local tax office is currently not open to the public. Tax payment should be made online via Keystone’s website [www.KeystoneCollects.com](http://www.KeystoneCollects.com), or by mail. You may check for further information on office openings via the website.

*save time*



[www.KeystoneCollects.com/pay](http://www.KeystoneCollects.com/pay)

*pay online*



If you qualify for one of the approved exemptions, listed on the front, please state the reason and sign below under penalty of law.

Exempt Reason: \_\_\_\_\_  
Signature: \_\_\_\_\_

Please fill out all below applicable details pertaining to the exempt reason.

Date of Birth: \_\_\_\_\_  
Move Date: \_\_\_\_\_  
New Address: \_\_\_\_\_  
Date of Death: \_\_\_\_\_