



## Tax Certification Request


*[taxcert.KeystoneCollects.com](https://taxcert.KeystoneCollects.com)*


This guide is designed to provide an overview of the Tax Certification Request process. Users can enter multiple tax certification requests in one transaction, view the fee for each requested property, pay one time using credit card or bank account, and receive a confirmation email containing the properties requested and payment information.

# Home Screen

- Access **taxcert.KeystoneCollects.com**
- Enter property information
  - Property ID\* (with or without dashes) - Parcel Identifier (Parcel ID), Uniform Parcel Identifier (UPI), Geographic Information Systems (GIS), or Lot Block
  - Property Address - first line only
  - Click “Search”

## Request Tax Certification

Property ID 

Property Address 

 Search

\* Required field

# Choose Properties for Tax Certification

- Search results are presented.
- Click radio button to select properties.
- Click “Next” to view selected properties.

Add Requests Requester Info Payment Info Checkout Confirmation

## Request Tax Certification

Property ID  ✓

Property Address  ✓

Select a property to create a tax certification request. If the property you are looking for is not listed, click "Next" to manually enter data.

| Property ID           | Municipality | Owner | Property Address |
|-----------------------|--------------|-------|------------------|
| <input type="radio"/> |              |       |                  |

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**Note:** If no results meet the search criteria, message presented is “No data found for the searched property, Search for another or click “Next” to manually enter data.”

User will be returned to the home screen.

# Property Information is Displayed

Supporting information can be added using this screen.

- Information defaults from search/selection.
- Confirm information presented.
- If a field is not complete, enter the required information.
- Required fields

**Request Tax Certification**

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Property ID

County

School District

Municipality

Address 1

Address 2

City

State

Zip

Current Owner

[+ Add Another](#)

Closing Date

Order/File#

Additional Information

Fee for certification:

[Add Request](#)

- Once fields are complete, certification fee is calculated.
- If Keystone is not the collector for the requested area, N/A will appear.
- Click "Add Request".

**Note:** If no fee is shown, the tax certification request cannot be processed, and an alert will be displayed.

# Request Summary

Displays requested tax certifications and provides additional action options.

Add Request - search for additional properties and request additional tax certifications. Returns user to the search screen.

Edit - update any information related to the property.

Delete - remove the property from the tax certification selections.

**Request Summary**

[+ Add Request](#)

| Property ID | Address | Owner | Fee     |   |
|-------------|---------|-------|---------|---|
|             |         |       | \$80.00 | <a href="#">Edit</a> <a href="#">Delete</a> |

1 Certification  
Total Fee: \$80.00

[Check Out](#)

Total number of tax certifications requested and total fees are displayed.

Click Check Out to proceed.

# Enter Requestor Information

Enter contact information for who should receive the tax certification and respond to questions about the request.

## Enter Requester Information

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Requester Name

Business Name

Address 1

Address 2

City

State

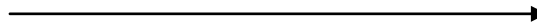
Zip

Phone

Email Address

Confirm Email

Click “Next” to proceed.



Next

# Enter Payment Information

- Summary of requested tax certifications and total fees is displayed.
- Select payment method from drop down menu:
  - Bank Account
  - Credit/Debit Card\*
- Then click “Next”.

KEYSTONE collections group

Progress: Add Requests (✓), Requester Info (✓), Payment Info (●), Checkout (○), Confirmation (○)

### Enter Payment Information

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| Item Description     | Amount Due |
|----------------------|------------|
| 2 Tax Certifications | \$200.00   |

Payment Type:

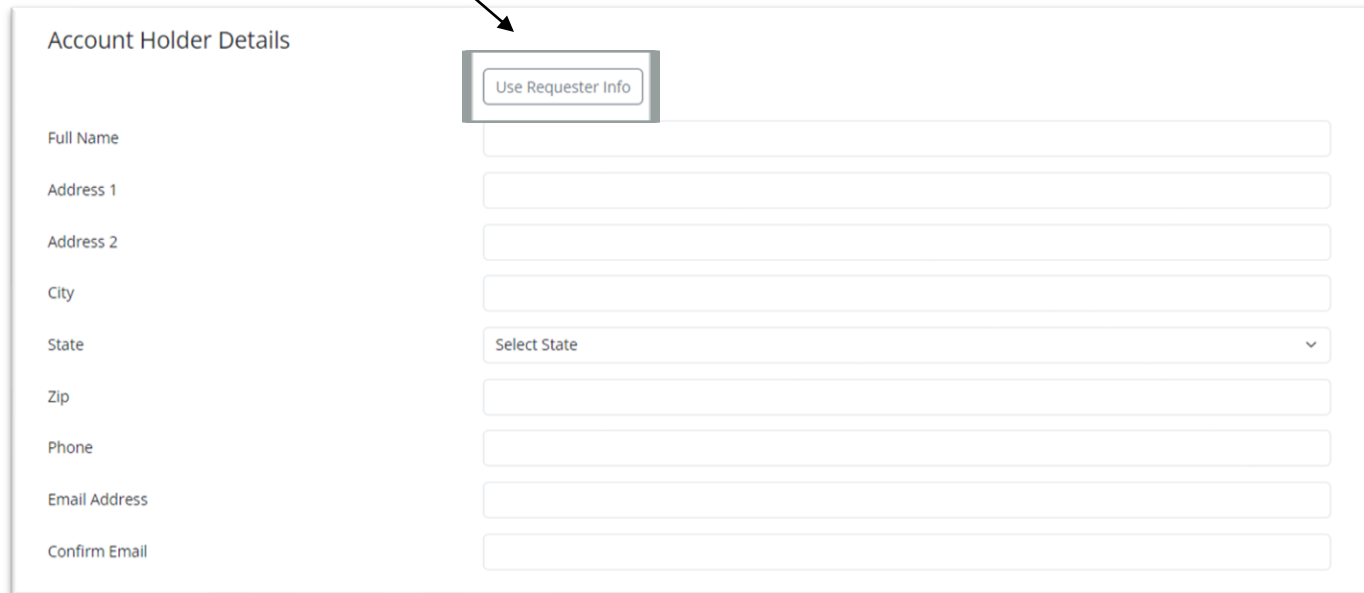
- Bank Account
- Credit/Debit Card

Next

\*Note: A 2.5% credit card processing fee is assessed from First Data Corporation (\$0.50 minimum per transaction) for each credit transaction other than ACH check payment.

# Enter Payment Information

- Enter payment account holder details.
- Click “Use Requestor Info” to prepopulate this form with the requestor information.



Account Holder Details

Full Name

Address 1

Address 2

City

State  ▼

Zip

Phone

Email Address

Confirm Email



# Enter Payment Information

- Based on payment method selected, fields below will be presented for completion.
- Add required information, then click “Next”.

Bank Account Details

Bank Name

Account Type  Checking  Savings

Routing Number

Account Number

Confirm Account Number

Next

Credit/Debit Card Details

Card Type  Discover  American Express  VISA

Card Number

Expiration  /

Verification Number

Next

\*Note: A 2.5% credit card processing fee is assessed from First Data Corporation (\$0.50 minimum per transaction) for each credit transaction other than ACH check payment.

# Review & Submit

Verify account holder details, payment information, requested tax certifications and total amount due.

### Review & Submit

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#### Account Holder Details

Full Name:  
Address:  
Email:  
Phone:

#### Bank Account Details

Bank Name:  
Account Type: Checking  
Routing #: XXXX0096  
Account #: XXXX1111

| Property ID   | Address | Owner | Amount Due     |
|---------------|---------|-------|----------------|
|               |         |       | \$80.00        |
| <b>Total:</b> |         |       | <b>\$80.00</b> |

Submit

### Review & Submit

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#### Account Holder Details

Full Name:  
Address:  
Email:  
Phone:

#### Credit Card Details

Card Type: Visa  
Expiration Date: 12 / 2027  
Card Number: XXXXXXXXXXXXX1111

| Property ID                       | Address | Owner | Amount Due |
|-----------------------------------|---------|-------|------------|
|                                   |         |       |            |
| <b>Credit Card Processing Fee</b> |         |       |            |
| <b>Total:</b>                     |         |       |            |

Submit

Click "Submit" to proceed.

# Payment Confirmation

Displays confirmation number and verifies the request is submitted for processing.

## Payment Confirmation

Thank you for submitting your tax certification requests to Keystone Collections Group.

Confirmation Number: K6623838

Your payment will be made on: 08/14/2024

You will receive an emailed payment receipt that includes your tax certification request details.

A representative will be reviewing your request and reach out with any additional questions.

Please note the processing time for a Tax Certification can take up to 10 business days.

[Return Home](#)

Summary email is sent to the requestor.

## Keystone Collections Group Payment Confirmation

ACH Checking Payment Confirmation

Bank Name : [REDACTED]  
Routing Number : [REDACTED]  
Account Number : [REDACTED]  
Amount : [REDACTED]  
Name : [REDACTED]  
Street Address 1 : [REDACTED]  
City, State, Zip : [REDACTED]

You have authorized Keystone Collections Group to make this electronic debit from your bank account through the Automated Clearing House Network. Your bank account will be debited in the amount shown on 7/17/2024.

Confirmation Date : [REDACTED] Confirmation Number : [REDACTED]

| Tax Cert Request | Owner Name | Address    | Fee        |
|------------------|------------|------------|------------|
| [REDACTED]       | [REDACTED] | [REDACTED] | [REDACTED] |
| [REDACTED]       | [REDACTED] | [REDACTED] | [REDACTED] |

Payment Amount: [REDACTED]

KEYSTONE COLLECTIONS GROUP

By using the Keystone Collections Group online payment system, the user acknowledges and agrees that tax returns and other tax reporting forms submitted by the user remain subject to review pursuant to the provisions of the Local Tax Enabling Act and other relevant law. Moreover, additional tax information and documentation may be required from user in conjunction with the review, return or tax invoice at a later time. User further acknowledges and agrees that the information communicated by Keystone Collections Group via its website relates to website functionality for general information purposes and does not constitute tax advice, either express or implied, and will not be relied upon as such. Keystone Collections Group does not provide tax or legal advice. Taxpayers, tax preparers and employers are encouraged to seek professional tax advice.