

NORTH PENN SCHOOL DISTRICT
Lansdale, PA 19446

Property Tax Bill Printing and Mailing 2023
Bid Summary

The North Penn School District is hereby soliciting bids to submit bids for:
Property Tax Bill Printing Services 2023

All bids shall be submitted on the enclosed district forms. The sealed bid proposal package should also include:

- A Bid Bond or Certified Check for 10% of the total bid price.
- Completed and notarized Non-Collusion Affidavit.
- Completed and notarized Vendor's Qualification Statement.
- 3 Signed copies (1 original and 2 photocopy)

The District is exempt from Pennsylvania state sales tax.

Property Tax Bill Printing Services will be for the 2023-2024 and 2024-2025 fiscal years. Property Tax Bill Printing and Mailings must be completed by June 30th for each year.

Sealed bids will be accepted for “**Property Tax Bill Printing and Mailing**” until **February 28, 2023, at 1:00 p.m.** Sealed bids must be clearly labeled:

“Property Tax Bill Printing and Mailing”

and delivered to Dawn Johnston at the Educational Service Center, 401 E. Hancock St., Lansdale, PA. The bids will be publicly opened via Zoom meeting at 2:30 p.m. the same day.

Directions to the Zoom meeting will be posted 30 minutes prior to the opening at www.npenn.org/bidspec.

A PREBID MEETING WILL OCCUR VIRTUALLY ON:
TUESDAY FEBRUARY 21ST 11:00AM.

Login instructions will be posted to www.npenn.org/bidspec
30 minutes prior to the meeting start time.

All questions regarding this bid should be directed to:

Dawn Johnston
Procurement Supervisor
401 E. Hancock St.
Lansdale, PA 19446
NPprocure@npenn.org
215-853-1011

General Conditions for Bid

1. The North Penn School District (NPSD) Board of School Directors invites bidders to submit sealed bids for the furnishing and delivery of **Property Tax Bill Printing & Mailing**.
2. **Bids will be accepted until 1:00 PM on Tuesday, February 28, 2023.** The bids will be **opened at 2:30 PM on February 28, 2023 via Zoom.** Please see NPSD website, www.npenn.org/bidspec, for Zoom meeting details one hour prior to the bid opening.
3. The bid must be submitted in a sealed envelope and clearly marked on the outside, **“Property Tax Bill Printing and Mailing 2023”**.
4. Bids shall be submitted on the enclosed Bid Proposal Form. Bids must be typewritten or written with ink and signed by the individual, partners, or corporate officer.
5. The successful bidder shall bid in strict accordance with the specifications as set forth. **No substitutions or alternates are permitted.**
6. A BID BOND OR CERTIFIED CHECK IN FAVOR OF THE DISTRICT IN THE AMOUNT OF 10% OF THE TOTAL BID IS REQUIRED FROM EACH BIDDER AND MUST BE ENCLOSED WITH THE BID. THE BOND MUST BE ISSUED BY AN INSURANCE COMPANY.

Only the bid bonds or certified checks of the successful bidders will be held until all terms of the contract are completed. The bid bonds or certified checks of the unsuccessful bidders will be returned at the time of the awarding of the contract.

7. **Property Tax Bill Printing and Mailings must be completed by June 30th for each year.**
8. The District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law. Bids must remain firm for a period of ninety (90) days from the date of bid opening.
9. Bidder shall insert the price per stated unit and the total cost extension against each item in the schedule hereto annexed, which the bidder has proposed to furnish and deliver. The unit price inserted must be net and must include all charges – No Exceptions. In the event of a discrepancy between the unit prices and the total cost extension, the unit price will govern. The total bid is to be the sum of the quantity multiplied by the unit price for each item.
10. A purchase order issued by the School District covering any or all items included in this bid shall constitute a contract binding upon the bidder and the School District.
11. No charge will be allowed for federal, state, or municipal sales or excise taxes, for which the school district is exempt by law. The bid price shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
12. The bidder agrees, if awarded an order, to furnish and deliver the said articles at such time, to such place, and in such quantities as specified, and that all of the articles shall be subject to the inspection and approval of the School District. Acceptance of delivery of materials or equipment to the site shall not constitute final acceptance by the School District. In the event that any articles are rejected as damaged, or not in conformance with these specifications, such articles shall be removed immediately and other articles of proper quality as set forth in these specifications shall be furnished in place thereof, all at the expense of the successful bidder.

13. In the event that the successful bidder should neglect or refuse to furnish or deliver any articles or any part thereof, or to replace any articles which are rejected as stated in the preceding paragraph, then the School District is authorized and empowered to purchase articles in conformity with this order from such party or parties, and in such manner as it shall select, at the expense of the successful bidder, or to cancel the contract reserving to itself, nevertheless, all rights for damages which may be incurred by the School District.
14. **INVOICING:** Invoices must be submitted for each municipality or itemized by municipality on a summary invoice. They should show the District item numbers, the same as packing slips. No photocopy of a Bid or Purchase Order will be accepted in lieu of an itemized invoice.
15. **DISCRIMINATION PROHIBITED:** According to Section 755, Public School Code of Pennsylvania, 1949 as amended, the contractor agrees:
 - 15.1 That in the hiring of employees for the performance of work under this contract, or any sub-contract hereunder, no contractor, sub- contractor, nor any person acting on behalf of such contractor or sub-contractor, shall, by reason of race, creed or color, discriminate against any citizen who is qualified and available to perform the work to which the employment relates;
 - 15.2 That no contractor, sub-contractor, nor any person on his behalf, shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on the account of race, creed or color;
 - 15.3 That there may be deducted from the amount payable to the contractor under this contract, a penalty of five dollars (\$5) for each person for each calendar day during which such person was discriminated against or intimidated, in violation of the provisions of this contract; and,
 - 15.4 That this contract may be canceled or terminated by the School District, and all money due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms and conditions of the contract.
16. **HUMAN RELATIONS ACT:** The provisions of the Pennsylvania Human Relations Act, Act 222 of October 27, 1955 (P.L. 744) (43 P.S. Section 951 et. seq.) of the Commonwealth of Pennsylvania prohibit discrimination because of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, by employers, employment agencies, labor organizations, contractors and others. The contractor shall agree to comply with the provisions of this Act as amended that are made part of this specification. Your attention is directed to the language of the Commonwealth's non-discrimination clause in 16 PA Code 349.101.
17. **COMPETENT WORKERS:** According to Section 752 of the Public School Code of 1949, no person shall be employed to do work under such contract except competent and first-class workmen and mechanics. No workmen shall be regarded as competent and first class, within the meaning of this Act, except those who are duly skilled in their respective branches of labor, and who shall be paid not less than such hours by employers of organized labor in doing of similar work in the district where the work is being done.

18. **STANDARD OF QUALITY:** The various materials and products specified in the specifications by name or description are given to establish a standard of quality and of cost for bid purposes. It is not the intent to limit the acceptance to any one material or product of lesser quality would not be acceptable. Where proprietary names are used, whether or not followed by the words "or as approved equal," they shall be subject to equals only as approved by the architect, engineer and/or School District.
19. **COMPLIANCE WITH POLICY/LAW:** Contractor shall comply with all policies, procedures and regulations of the District as established and amended from time to time as well as all applicable state and federal laws and regulations, including but not limited to the provisions of the Pennsylvania Right to Know Law, 65 P.S. 67.101 et seq., regarding possession of public records by agency contractors. In the event the District receives a request for access to a public record that is in the possession of Contractor, the District shall notify Contractor of the request and Contractor shall provide the District with the requested record in a timely manner so as to enable District compliance with the Pennsylvania Right to Know Law.
20. **TERMINATION PROVISIONS.** The District has the right to terminate this Contract for any of the following reasons. Termination shall be effective upon written notice to the Contractor.
 - 20.1. Termination for Convenience. The District shall have the right to terminate the Contract for its convenience and without any cause, at any time if the District determines termination to be in its best interest. The Contractor shall be paid for work satisfactorily completed prior to the effective date of the termination, but in no event shall the Contractor be entitled to recover loss of profits.

NORTH PENN SCHOOL DISTRICT

Lansdale, PA 19446

Non-Collusion Affidavit

Instructions:

1. This Non-Collusion Affidavit is material to any contract awarded pursuant to this bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. 1611 et sec., governmental agencies may require Non-Collusion Affidavits to be submitted together with bids.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false SWORN statement in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the associated approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term “Complementary Bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions may result in disqualification of the bid.

NORTH PENN SCHOOL DISTRICT

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NON-COLLUSION AFFIDAVIT FORM
For Bid for Property Tax Bill Printing and Mailing 2023

State of _____ County of _____

I state that I am _____ of _____
(Title) (Name of my Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its Owners, Directors, and Officers.
I am the person responsible in my firm for price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or non-competitive bid or other form of competitive bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive bid.
5. _____, its affiliates, subsidiaries, officers, directors, and employees
(name of my firm)
are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the above
(name of my firm)
representations are material and important, and will be relied on by North Penn School District in awarding the contract for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the North Penn School District of the true facts relating to the submission of bids for this contract.

(Name)
and

(Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY
OF _____, 20_____.

SIGNATURE OF NOTARY

Printed Name Notary Public

My Commission Expires

NORTH PENN SCHOOL DISTRICT

Lansdale, PA 19446

Vendor's/Contractor's Qualification Statement

The Undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted by: _____	Corporation _____
Name: _____	Partnership _____
Address: _____	Individual _____
Principal Office: _____	Joint Venture _____
Phone: _____	Other _____

1. How many years has your organization been in business as a vendor/contractor? _____
2. How many years has your organization been in business under its present business name? _____
3. If a corporation, answer the following:
 - a. Date of Incorporation: _____
 - b. State of Incorporation: _____
 - c. President's name: _____
 - d. Vice President's name(s): _____
 - e. Secretary's or Clerk's name: _____
 - f. Treasurer's name: _____
 - g. List names and address of all parties holding greater than 10% interest in the corporation. _____

4. Trade References: _____
5. Bank References: _____
6. Name of bonding company and name and address of agent: _____

7. Dated at

this _____ day of _____, 20_____.

Name of Organization: _____

By: _____

Title: _____

8. _____ being duly sworn deposes and says that he/she is the
_____ of Vendor/Contractor and that answers to the foregoing
questions and all statements therein contained are true and correct.

SWORN TO AND SUBSCRIBED

BEFORE ME THIS _____ DAY

OF _____, 20_____.

SIGNATURE OF NOTARY

Printed Name Notary Public

My Commission Expires

- END OF QUALIFICATION STATEMENT -

NORTH PENN SCHOOL DISTRICT

Lansdale, PA 19446

Property Tax Bill Printing and Mailing Services Bid Specifications

The North Penn School District (NPSD) desires to contract with a vendor furnishing all labor, materials, postage, equipment and transportation necessary to print, fold, stuff (including inserts) and mail all items set forth below. The NPSD estimates that approximately 35,400 Real Estate tax bills will be issued for the 2023-2024 and 2024-2025 tax years. Billing data will be electronically provided to the vendor from the District in a Excel file format at least one week prior to the required mailing date of June 30th.

NPSD Municipality	#Parcels 2022-23	#Parcels 2021-22	#Parcels 2020-21	#Parcels 2019-20	#Parcels 2018-19
Hatfield Borough	927	926	921	920	920
Hatfield Township	5,779	5,727	5,728	5,692	5,683
Lansdale Borough	5,375	5,346	5,344	5,295	5,249
Hilltown Township	15	15	15	15	15
New Britain Township	64	65	64	64	64
Montgomery Township	9,999	9,956	9,956	9,935	9,919
North Wales Borough	1,210	1,210	1,210	1,209	1,209
Towamencin Township	6,144	6,149	6,150	6,153	6,152
Upper Gwynedd Township	5,958	5,971	5,946	5,915	5,900
Total Bills Sent	35,471	35,365	35,334	35,198	35,111

To that end, the District is soliciting bids from entities engaged in the business of bill printing, insertion, and delivery for public entities in the state of Pennsylvania. The objective is to establish a contractual relationship resulting in secure, consistent service to the office and the taxpayers it serves. We are seeking timely, accurate delivery of tax bills, cost effective mailing services, and clear reporting of turn-around times.

A. GENERAL

1. Confidentiality of Data: The data, or any portion, provided to the successful Vendor is for the sole purpose of programing and printing the tax bills and creation of the tax duplicates and may not be used for any other purpose or sold by the Vendor.
2. No Guaranteed Quantities: The District makes no representations nor guarantees the Vendor any minimum or maximum number of bills to be printed or mailed under this Contract. Printing and mailing quantities referred to in this request for bid constitute a best estimate only.
3. Sample Data: District will provide sample raw data files available via email or ftp upon request containing all of the tax information that is to be printed on the forms.
4. The Vendor will provide full back-up of equipment and software to ensure timely service.
5. Emergency Response: The District needs to know that a vendor can accommodate printing of the tax bills and have a back-up plan in the case of an emergency that impedes the printing/mailing process.

B. PRINTING

1. Tax Bill Format, layout, data import: The vendor will meet with District staff to establish design, set up, data import, and sample bill after bid award. Final product template will be completed no later than May 2, 2023.
2. Tax Bill Upload File: The exact County files will be given to the awarded vendor with no changes and the vendor will be required to remove the unbillable “0” parcels and any listed as exempt properties that should not receive tax bills. The vendor will be responsible for the calculation of the tax bill and installments. It will be the District’s preference to make all installments equal. Where that is not possible, the first installment should be adjusted accordingly. The file format may differ between Montgomery County and Bucks County municipalities.
3. Tax Bills: The Vendor is expected to print and mail Real Estate Bills tailored to each of the District’s municipalities.
 - a. Tax bill samples: Samples (mock ups) of each document to be printed and mailed are provided as exhibits. This configuration assumes a single page mailer with printing on both sides that is folded, sealed and mailed without a separate envelope. The tax bill and supporting pages (up to 1 additional page double sided) will be folded and stuffed together in the same envelope for mailing with no return envelope. To be clear, the additional pages, just as the tax bill, will be specific to the municipality. Examples of format for Real Estate bills are attached and marked Attachment B. The standard bill format will be finalized before printing.

Real Estate Tax Bills (Exhibit B - standard)

- Unique tax collector contact/payment details
 - Page: 8 1/2 x 11 Inch White Paper
 - Must be printed on a minimum 20 pound, maximum 28-pound paper
 - Folding to make “thirds”
 - Quantity: estimated to be approximately 35,500
 - The printing must be with a minimum of 300 x 300 dpi density or higher.
 - Bill to be printed in black ink.
 - The first installment coupon shall be included/incorporated into the original tax bill mailing.
- b. Acceptable alternative Tax bill format: Tax bills may be printed on plain paper with three equal folds mailed in a standard window envelope (with the address repositioned to accommodate a standard window. The following information must be printed on the envelope or visible through a window on the envelope: taxpayer’s mailing address, Tax Collector’s return address, “TAX BILL ENCLOSED”, and “Temp-Return Service Requested” below the return address.
 - c. Alternative formats: Bidders are welcome to provide alternatives (in addition to the format requested) with suggested reformatting of information for clarity or cost reduction. The District reserves the right to choose which option best suits its needs. The bid price shall not be dependent upon options and all bidders are required to bid one price, irrespective of the option chosen by the District.

- d. Information regarding the Tax Bills will be printed in a message area on the back of the Tax Bill. Back printing is to be done in a way to prevent show-through onto the front side of the Tax Bill.
 - e. The Bidder must have the ability to print bar coding on the Tax Bill. This bar code is to include information designated by the Tax Collector and must be read by the scanners currently being used by the Tax Collector. The bar code should be provided using the parcel number for format or tax bill number if that is used on the bills.
 - f. Tax Collector Information: Tax collector mailing address, contact information, and sitting hours will not be contained in the upload file. However, that information will be provided to the awarded vendor separately by the Tax Collectors or District.
 - g. Homestead Amount: The District calculates the homestead exclusion amount and that number will be provided to the awarded vendor. We will provide the vendor with the list of homestead exempt properties and those revised assessments for those properties that will need to be marked as Homestead and have the Homestead reduction applied to the tax bills.
4. Tax Duplicates: The Vendor will provide a Real Estate Tax Duplicate, in searchable PDF format, for each municipality, in parcel number order. Examples of acceptable Tax Duplicate formats for Real Estate bills are attached and marked Attachment A.
 5. Copy of Tax Bills: The vendor must provide a copy of all tax bills in PDF format for each municipality. The tax bill copies should be in a searchable PDF format listed in parcel number order.
 6. Proofing:
 - a. The Vendor will provide samples of Real Estate Tax bills for final format approval of each format variation (e.g. municipality) to the District by June 23rd. The District will provide approval before printing. If the District is unable to provide approval earlier than June 23rd, 24 hours will be provided to return the proofs for approval.
 - b. The Vendor will perform reconciliation to the bill totals provided by the District prior to printing the bills. Those totals must match the billable amounts (including number of homestead parcels, number of farmstead parcels, face, discount, penalty, installment amounts for each installment, and homestead tax bill amounts) before the District will approve the printing of the bills.
 7. Blank Forms: The vendor must provide blank forms to each tax collector, quantities will be finalized before printing.

C. MAILING

1. Mailing Services: Mailing is to be First Class United States Postal Service. All tax bills must be mailed at the same time. The District reserves the right to contact the Vendor requesting that certain tax bills be pulled from the mailing at no additional charge.

2. Postage for Mailing Tax Bills: The District will reimburse actual postage costs for the mailing. The District will prepay the estimated postage with a reconciliation of actual postage to be completed at final invoicing. The District pays invoices Net 30.
3. Proof of mailing: The Vendor must provide a USPS proof of mailing within 24 hours of entry into the USPS system. The vendor shall provide an itemized list of postage costs per municipality separating foreign pieces, 1st class pieces and bulk rate piece counts. The total piece count must match the total number of records in the production file. Mailing is permitted to be performed by Presorted First Class mail. Postal One Statement, taking the bills to the post office and receiving an assurance email from the USPS, or postage machine activity reports are all acceptable as proof.
 - a. Presort Clarification: Bill information is permitted to be changed in limited scenarios (abbreviation and order of address - see below for examples) from the data file that is being provided.

Where possible, the vendor should complete the National Change of Address and CASS Standardization process to identify mailings that would qualify for Presorted First Class mailing. No mailing addresses can be modified from the Move Update process. Any identified mailings with updated mailing addresses should be removed from presort classification and mailed at full rate. Address changes will only be allowed where the format of the address but not the actual address must change to qualify.

For Example - Address Provided on File:

123 Main Street
Apartment 1, Second Floor
Lansdale, PA 19446-1111

ALLOWABLE UPDATE:

123 Main St.
Second Floor, Apt. 1
Lansdale, PA 19446-1111

NOT ALLOWABLE

129 Main Road
Apartment 1, Second Floor
Lansdale, PA 19446-9999

4. Shared Savings: The mailing Vendor is encouraged to use any available bulk mailing techniques (e.g. carrier sorts; zip code + four; pre-sorts; bar coding) to reduce postage costs. The vendor will NOT, however, change any addresses. Those pieces will be mailed 1st class. Where possible, the vendor should consolidate billings into one mailing. For example, there may be a number of different names on a number of bills, but all bills notate the same address and should be mailed together.
5. Mailing and Penalties: All Tax Notices must be mailed by the scheduled mailing date (June 30). If there are extraordinary circumstances that prevent the District from meeting production file delivery data, the Vendor and the District will arrive at a mutually agreeable mailing schedule.

FAILURE TO MAIL TAX BILLS ON TIME SHALL BEAR A PENALTY OF ONE THOUSAND DOLLARS (\$1,000) PER DAY UNTIL MAILED, EXCLUDING SUNDAY WHICH IS NOT A REGULAR USPS MAILING DAY. DISTRICT WILL PROOF BILLS PRIOR TO PRINTING. ERRONEOUS PRINTING, AS A RESULT OF CHANGES BY THE VENDOR AFTER DISTRICT PROOFING, WILL RESULT IN A PENALTY OF 50% OF THE BILLABLE CHARGES (EXCLUDING POSTAGE) ASSOCIATED WITH THE CONTRACT. IN ADDITION, THE VENDOR MUST MAIL CORRECTED NOTICES AT NO CHARGE TO THE DISTRICT.

(Example: mailing the Real Estate bills and the cost to the District was \$10,000 for printing; any percentage of the bills erroneously mailed would result in a penalty of 50% of the District's cost (\$5,000)).

6. Mail Forwarding: The Vendor is required to print the USPS approved "Temp-Return Service Requested" on all tax bill envelopes.
7. Each tax bill may include up to two (2) double-sided pages to be included in the mailing.
 - a. one (1) page tax bill,
 - b. one (1) page for informational flier.

- END OF BID SPECIFICATIONS -

NORTH PENN SCHOOL DISTRICT

Lansdale, PA 19446

Bid Proposal Form

Property Tax Bill Printing and Mailing 2023

We, the undersigned, have reviewed the specifications herein for the supply of the above listed item(s). We propose to furnish and deliver all materials and accessories to complete the work, in accordance with the attached Bid Specifications and General Conditions. We understand that the District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law.

Company Name		Date
Company Address		
Authorized Signature	Printed Name	Title
Phone Number	Fax Number	Email Address

Bid Proposal Form (continued)

All bidders shall provide a cost per bill, inclusive of programming, printing, stuffing envelopes, and all related services except postage.
Postage will be paid for cost at time of mailing.

Fiscal Year	Estimated Number of Tax Bills	Cost Per Bill w/ Inserts (max. 4 Double-sided pages)	Estimated Annual Cost	Cost for Each Additional Double-sided Page (If needed)
2023-2024	35,500			
2024-2025	35,500			
Total Contract Cost				

- **ANTICIPATED BID AWARD WILL BE THURSDAY, MARCH 16, 2023**

- END OF BID PROPOSAL FORM -

ATTACHMENT A

Tax Duplicate Report Example

Type: Sch RE
Fiscal Year: 2020
Bill Type: R
Bill Date: 07/01/2020
Month: N/A
Millage: 34.51000

REAL ESTATE TAX DUPLICATE LIST

DATE PRINTED 6/30/2020 9:35:56AM
Page 515 of 521

TOWNSHIP: Municipality Name

NAME/ADDRESS	DESCRIPTION	ASSESSMENT	DISCOUNT 2.00%	FLAT	PENALTY 10.00%	BILL NUMBER
PIN #: 48-00-02383-15-6 BELL KEITH & ANNE 18 WYNNEWOOD DR COLLEGEVILLE PA 19426	18 WYNNEWOOD DR PROPERTY #: 0.48 ACR DB 5495 P 01599	266,590 Install 1: 2,242.02 HS: 6,721 34.51000 SR	8,788.72 Install 2: 2,242.02 FS: 0 8,788.72	8,968.08 Install 3: 2,242.02 Relief: 231.94 8,968.08	9,864.89 Install 4: 2,242.02 9,864.89	3148
PIN #: 48-00-02383-16-5 HART MICHAEL W & LAURA A 16 WYNNEWOOD DR COLLEGEVILLE PA 19426	16 WYNNEWOOD DR PROPERTY #: 0.46 ACR DB 5371 P 01966	271,210 Install 1: 2,281.88 HS: 6,721 34.51000 SR	8,944.97 Install 2: 2,281.88 FS: 0 8,944.97	9,127.52 Install 3: 2,281.88 Relief: 231.94 9,127.52	10,040.27 Install 4: 2,281.88 10,040.27	3149

ATTACHMENT B

Sample Tax Bill Format – Page 1

Bill Date: 7/1/2022

Bill #: 153

Make Check Payable To: Towamencin Township Tax Collector

Towamencin Township Tax Collector
Robert A. Di Domizio, Jr.
P.O. Box 1415
Kulpsville, PA 19443-1415

Telephone: 215-723-7297 Email: tax@robertdidomizio.com

2022-2023 SCHOOL REAL ESTATE TAX NOTICE
North Penn School District
Towamencin Township

Taxes are due and payment is requested from:

000001 53-00-00560-00-8 153 ## T1 B1 P1 **AUTO**SCH 5-DIGIT 19446
AQUILINO PATRICK & GINA M
1255 ANDERS RD
LANSDALE, PA 19446-4816



****Homestead/Farmstead Applied****

RETURN THIS COUPON WITH 1st INSTALLMENT

Bill Date: 7/1/2022

Bill #: 153

2022-2023 SCHOOL REAL ESTATE TAX NOTICE
North Penn School District
Towamencin Township

Taxpayer:

AQUILINO PATRICK & GINA M

Parcel #:

53-00-00560-00-8

Make Checks Payable To:

Towamencin Township Tax Collector

Include self-addressed stamped envelope if return receipt required

\$786.67	On or Before 7/31/2022
	ELIGIBILITY ENDS AFTER 7/31/2022



No Cash Accepted

2022-2023 SCHOOL REAL ESTATE TAX NOTICE
North Penn School District
Towamencin Township

Make Check Payable To: Towamencin Township Tax Collector

Towamencin Township Tax Collector
Robert A. Di Domizio, Jr.
P.O. Box 1415
Kulpsville, PA 19443-1415

Telephone: 215-723-7297 Email: tax@robertdidomizio.com

Taxes are due and payment is requested from:

AQUILINO PATRICK & GINA M
1255 ANDERS RD
LANSDALE, PA 19446-4816

Payments made after December 15th: Only Official Bank/Certified Checks or Money
Orders will be accepted.

No Cash Accepted

TAXPAYER COPY

Parcel #: 53-00-00560-00-8

Property Location and Description:
1255 ANDERS RD

Assessment:

T= 175,060

Tax Description	Mills/Rate	Amount
SCHOOL REAL ESTATE	28.4712	4,984.17
HOMESTEAD EXCLUSION	(9,277.00)	(264.13)
FARMSTEAD EXCLUSION	NA	NA

AMOUNTS DUE

If Paid By 8/31/2022	2% Discount Amount	→ 4,625.64
If Paid By 10/31/2022	Face Amount	→ 4,720.04
If Paid After 10/31/2022	5% Penalty Amount	→ 4,956.04

Liens Will Be Filed After: 12/31/2022

For a receipt, return the entire bill with payment
and a self-addressed stamped envelope.

Office Hours for Public Collection

July 26, 27, 28 and August 2, 3, 4, 9, 10, 11, 16, 17, 18 - 10am-5pm
Aug 22, 23, 24, 25, 26, 29, 30, 31 - 10am-5pm
Wednesdays, Sept 7 thru Dec 28 and Dec 29 - 10am-5pm
Curbside dropbox available 24/7 until midnight Dec 31
Tax Office Location: 1804 Robin Drive
Hatfield PA 19440

IMPORTANT INFORMATION

If applicable, the 2nd, 3rd, 4th, 5th, and 6th installment coupons will
be issued by August 15th.

Installment Due Dates

1st - July 31
2nd - August 31
3rd - September 30
4th - October 31
5th - November 30
6th - December 31*

1st installment payment must be received or postmarked by July 31st to
enroll in the installment payment plan.

A 5% penalty will be added if payment is not received or postmarked by
the due dates listed above.

*A 5% penalty of the total tax amount will be applied to the 6th installment
if the 6th installment is paid late.

Please read the Installment Payment Information on the back of bill

No Cash Accepted

Bill Date: 7/1/2022

Bill #: 153

TAX COLLECTOR COPY

Parcel #: 53-00-00560-00-8

Property Location and Description:
1255 ANDERS RD

Assessment:

T= 175,060

Tax Description	Mills/Rate	Amount
SCHOOL REAL ESTATE	28.4712	4,984.17
HOMESTEAD EXCLUSION	(9,277.00)	(264.13)
FARMSTEAD EXCLUSION	NA	NA

AMOUNTS DUE

If Paid By 8/31/2022	2% Discount Amount	→ 4,625.64
If Paid By 10/31/2022	Face Amount	→ 4,720.04
If Paid After 10/31/2022	5% Penalty Amount	→ 4,956.04



Liens Will Be Filed After: 12/31/2022

For a receipt, return the entire bill with payment
and a self-addressed stamped envelope.

ATTACHMENT B - CONTINUED

Sample Tax Bill Format – Page 2

INSTRUCTIONS

1. If your mortgage company or bank pays your real estate taxes, please forward this bill to them immediately.
2. Return tax bill along with payment. You may retain the taxpayer copy which, along with your cancelled check, will serve as your receipt.
3. When requesting a receipt stamped PAID by the tax collector, you MUST send both copies of the tax bill along with a self-addressed stamped envelope.
4. If for any reason this tax bill is not received by the taxpayer, the taxpayer is responsible as though they received the tax bill.
5. If taxes are not paid by December 31st of the current year, a lien will be placed against your property.
6. Payments must be received or postmarked on or before the due date.
7. Checks returned for NSF (non-sufficient funds) or uncollected funds will not be considered timely payment.
8. Please inform the tax office of any address changes.
9. Those with disabilities will be accommodated, please call for arrangements.
10. Homestead/Farmstead Exclusion: Your assessment may have been reduced by the gaming profits distributed to the school districts. To be eligible, you must have qualified for the Homestead/Farmstead Exclusion. If (NA) appears in the exclusion amount, it is not applicable to your property.

Tax Year

County and Municipal - January 1 to December 31
School - July 1 to June 30

TAXES ARE DUE AND PAYABLE - PROMPT PAYMENT REQUESTED

THANK YOU

INSTALLMENT PAYMENT INFORMATION

1. **FIRST INSTALLMENT PAYMENT MUST BE RECEIVED OR POSTMARKED BY THE INSTALLMENT DUE DATE IN ORDER TO PARTICIPATE IN THE INSTALLMENT PROGRAM. YOUR INTENTION TO PARTICIPATE IN THE INSTALLMENT PROGRAM IS ESTABLISHED BY PAYING THE 1ST INSTALLMENT. PER PA STATUTE, ONCE ESTABLISHED YOU MAY NOT OPT OUT.**
2. **THERE IS NO TAX DISCOUNT WHEN PAYING IN INSTALLMENTS. THE COMBINED TOTAL OF THE INSTALLMENT PAYMENTS EQUALS THE FACE AMOUNT OF THE TAX DUE.**
3. **NO RECEIPT: RETURN THE APPROPRIATE INSTALLMENT COUPON ALONG WITH PAYMENT.**
4. **STAMPED RECEIPT: RETURN THE APPROPRIATE INSTALLMENT COUPON ALONG WITH PAYMENT AND A SELF-ADDRESSED STAMPED ENVELOPE.**
5. **IF THE 2ND, 3RD, 4TH, 5TH OR 6TH INSTALLMENT PAYMENTS ARE NOT RECEIVED OR POSTMARKED BY THEIR DUE DATE, A PENALTY WILL APPLY.**
6. **CHECKS WILL BE PROCESSED UPON RECEIPT. POSTDATED CHECKS WILL NOT BE HELD.**
7. **RETURNED CHECKS ARE NOT CONSIDERED TIMELY PAYMENT.**
8. **AFTER DECEMBER 31ST: LIENS WILL BE FILED ON ALL UNPAID REAL ESTATE TAXES.**

NOTICE OF PROPERTY TAX RELIEF

YOUR ENCLOSED TAX BILL MAY INCLUDE A TAX REDUCTION FOR YOUR HOMESTEAD AND/OR FARMSTEAD PROPERTY. AS AN ELIGIBLE HOMESTEAD AND/OR FARMSTEAD PROPERTY OWNER, YOU HAVE RECEIVED TAX RELIEF THROUGH A HOMESTEAD AND/OR FARMSTEAD EXCLUSION WHICH HAS BEEN PROVIDED UNDER THE PENNSYLVANIA TAXPAYER RELIEF ACT, A LAW PASSED BY THE PENNSYLVANIA GENERAL ASSEMBLY DESIGNED TO REDUCE YOUR PROPERTY TAXES.

Contact Information:

Please provide a telephone number and/or email address just in case we need to contact you regarding your payment.

Telephone Number: _____

Email Address: _____