



Real Estate Tax Bill Basics

Annual Real Estate Bills

Penn-Delco Real Estate Tax Bills are mailed to Aston, Brookhaven, and Parkside property owners on July 1 of each year. If you have not received your tax bill by July 15th, please contact the tax office at 610-497-6300 ext. 1304. Contact us any time during business hours: 8:00 am until 4:00 pm daily. Summer hours differ (closed Fridays).

For inquiries regarding property assessments, contact the Delaware County Board of Assessment at 610-891-4879.

Tax installment option

The installment payment option can be requested between July 1 and August 20 each year. Call the Tax Office to request a tax installment payment option at 610-497-6300 ext 1304. Please include the following information in the request:

- Name
- Telephone Number
- Property Address
- Mailing address (if different from the property address)

Installment payment slips and remittance envelopes will be mailed to the taxpayer/homeowner.

Tax Certifications

Requests for a Tax Certification must be mailed to the Penn-Delco School District Tax Office at 2821 Concord Road, Aston, PA 19014. Confirmation of taxes paid or unpaid will only be made via tax certification request. No verbal or e-mailed information will be supplied. Requests must include the following:

- Taxpayer name, address, and Folio # (Parcel ID#)
- \$25 check made payable to: Penn-Delco School District
- A self-addressed stamped envelope or a completed overnight (FedEx or UPS) returnable shipping envelope
- *Please allow seven (7) business days for your request to be processed.*

Earned Income Tax (EIT) Delinquent Tax Notice

Earned income tax (EIT) is normally collected through employees' payroll taxes for residents of Penn-Delco School District. Keystone Collections Group recently issued Delinquent Earned Income Tax Notices for the PDSD taxing jurisdiction. Taxpayers also received an attached insert in an effort to answer the most commonly asked questions. Although Keystone's notice clearly states those receiving the Delinquent Notice should contact Keystone directly, it has been our experience that sometimes individuals will contact the Penn-Delco Tax Office. Penn-Delco School District Tax Office does not have any taxpayer's information regarding Earned Income Tax. Keystone's professional taxpayer service agents are well equipped to assist taxpayers with EIT. Calls should go directly to Keystone Collections at their toll-free number: 1-866-539-1100.

Pennsylvania Homestead/Farmstead Exclusion: Property Tax Relief

Penn-Delco School District property owners must be approved by Delaware County for the Homestead/Farmstead Exclusion by March 1st of each year to be eligible for property tax relief.

Homestead/Farmstead exclusion applications are generated by the Delaware County Board of Assessment and sent to Penn-Delco for mailing with instructions to new property owners.

- The Pennsylvania Homestead/Farmstead Exclusion Property Tax Relief is applicable only for your primary residence or homestead where you currently reside in PDSD.
- To check the status of your PA Homestead/Farmstead Exclusion, please visit the Delaware County Public Access System .
- Taxpayers can call the Penn-Delco Tax Office at (610) 497-6300, ext. 1304 to request PA Homestead information or application from the county. Please include your name, phone number and property address.
- All requests for PA Homestead applications will be forwarded to the Delaware County Homestead Coordinator by December 15 each year - until county application last print date in February.
- Taxpayer is required by law to notify PDSD Tax Office within thirty (30) days if their homestead property use changes.



Frequently Asked Questions

What are the tax office hours?

- The Tax Office is open from 8:00am until 4:00pm Monday - Friday.
- Summer hours may differ (closed Fridays)

When are school taxes due?

- Annual tax bills are issued to property owners on July 1st.
- Taxpayers receive a 2% Discount if their taxes are paid by August 31st.
- Taxpayers pay the Net amount if their taxes are paid by October 31st.
- Taxpayers receive a 10% penalty if their taxes are paid after October 31st.
- Contact the Tax Office for details for the Installment option. First Installment payment with this option is due by August 31st.

Who do I pay my annual property taxes to and where should they be mailed?

The following instructions are printed on the back of the tax bill:

- Make checks payable to Penn-Delco School District
- Taxpayers can pay in person at the Aston branch of TD Bank. Taxpayers must bring entire bill to the branch to receive a receipt of payment.
- Taxpayers who would like to mail their payment only to:
 - Penn-Delco School District
 - PO Box 95000-2095
 - Philadelphia, PA 19195-2095
- Both portions of tax bill copy must be included with payment. Include a SASE (self-addressed stamped envelope) for return receipt of payment.

How should I make an inquiry to the tax office?

- Taxpayers and agencies are welcome to phone the tax office at (610)497-6300 EXT 1304.
- Confirmation of taxes due, taxes paid for realtors and agencies will only be made via printed document request. No verbal information is supplied.

Is there a duplicate bill fee or tax certification fee?

Taxpayers are issued an additional tax bill at no charge. Tax certification fees and tax bill copy fees are \$25 for anyone other than the taxpayer.

Does Penn-Delco collect taxes for any other entity?

No. Penn-Delco only collects school real estate taxes. Township and Borough property taxes are billed and collected by Aston Township, Brookhaven Borough, and Parkside Borough.

When do taxes become delinquent? What other fees become tax liens?

- Delinquent taxes are lienred to the Delaware County Tax Claim Bureau in Mid-February.
- Taxes lienred are equal to the NET amount of the taxes plus a 10% penalty.
- Delaware County Tax Claim Bureau adds a recording fee and interest charges to the penalty amount.

Are delinquent lienred tax payments made to same entity?

- Current year delinquent taxes can be paid by mail or at the Delaware County Tax Claim Bureau counter in the Government Center Building, ground floor, 201 W. Front Street, Media, PA 19063.
- Office hours are 7:30 am to 5:00 pm Monday to Friday.
- Payment must be made by cash, certified check or money order.
- If you call the office for a pay off, please have your 11-digit Folio number ready before placing the call.
- The suggested phone number to make contact with the Tax Claim Office for payment is (610) 891-4284, 4285, or 4289.
- Arrangements for a payment agreement can be requested directly by calling the Tax Claim Office noted above.
- Tax certification for paid or outstanding tax liens (County, School District, Municipality) for four years is available from the Tax Claim Office only. Use address above. There is a service fee.

Is there a website to search property tax folios?

Data can be viewed via the Delaware County, PA Public Access System at delcopa.gov

- Select Public Access
- Select Real Estate Tax System
- Click Continue to Tax Records
- Search by Parcel ID (Tax Folio Number) or by ~~name~~ ^{name} ~~address~~ ^{street name}, etc.

Visit our tax page at pdsd.org under the Departments page under Business Office.