

Cambria County Tax Collector Newsletter



NOVEMBER 2023

A MESSAGE FROM THE CONTROLLER

It was nice to see all who attended the County Tax Collector Association meeting in October at Hoss's. Another year of ups and downs has come and gone. Not enough can be said about all of you and the job you did again this year. Overall tax collections are once again on track as all of you have done an outstanding job for your districts.

From myself and all of my staff we thank you for your cooperation once again and wish you all the best during the holiday season and year end.

May God bless all of you,

Ed Cernic, Jr. & Staff



FINAL WEEKLY REPORT

As a reminder, please **do not** mail your final weekly report to us. We prefer that you bring your report with you when you come in for your closeout appointment. We have had collectors who mailed their final reports but they did not make it to our Office before their scheduled appointment.

Also, as a reminder, you are to accept tax payments up to and including the day that you come in for closeout. If you have completed your reports, sent your file to Infocon and you receive a payment, please bring the tax payment with you to turnover to the Tax Claim Bureau. If you receive a payment after you have completed your closeout, please return the payment to the taxpayer.

A MESSAGE FROM THE COMMISSIONERS

Cambria County Commissioners Tom Chernisky, William "B.J." Smith, and Scott Hunt would like to take this opportunity to thank you for your service to Cambria County. The Commissioners are looking forward to working with you to serve and continue to deliver government services to the residents of Cambria County.



CLOSEOUT SCHEDULING

Due to the County accounting software conversion the 2023 tax year closeouts will be **Monday January 8th through Friday January 12th and Tuesday January 16th**. The Courthouse is closed Monday January 15th.

Everyone must have an appointment. We will not overlap appointments. As always, we ask that you call the day before your appointment to verify your ending balance to collect.

Please review all the information received from the Tax Claim Bureau. You are required to obtain your Municipality's and School District's signature on the Certification Sheet **before** you come to the Courthouse for closeout.

To schedule please call or email Deb at (814) 472-1620 or dhoover@co.cambria.pa.us.

ELECTRONIC RETURN REMINDER

As a reminder, if you are utilizing a tax collection program the Tax Claim Bureau would like you to send your return file to Infocon **before** coming in for your closeout appointment. Once you complete your return Tax Claim is responsible for collecting the taxes due and without your information at Infocon they are unable to assist taxpayers when they call.

CONTACTS

Controllers Office: (814) 472-1620

Ed Cernic, Jr. – Controller: (814) 472-1630

Emily Krug – Auditor: (814) 472-1627 or
ekrug@co.cambria.pa.us

Debra Hoover – Tax Collector Assistant: (814) 472-1620
or dhoover@co.cambria.pa.us

Commissioners Office: (814) 472-1600

Treasurer Office: (814) 472-1643

Assessment Office: (814) 472-1451

Tax Claim Bureau: (814) 472-1445



QUALIFIED ASSESSMENT CHANGES

Are you submitting for reimbursement of your qualified assessment changes?

If you are doing an assessment change then you are doing a qualified assessment change and should be submitting the proper paperwork to be reimbursed. The County pays \$5.00 per qualified assessment change. If you need additional information on qualified assessment changes, please contact Emily or check the Controllers portion of the County website under Tax Collectors for forms.

SAVE PAPER & POSTAGE - EMAIL REPORTS

We would like to encourage all tax collectors to email all weekly and monthly reports to our Office. By emailing your reports to Deb you will be able to save on paper, printer ink and postage. If your computer is up-to-date, you will have the option to use Microsoft print to PDF as your printer.



If you are using the RAK program when you print, simply click setup and select Microsoft print to PDF. If you are using another program or your own program you should be able to select Microsoft print to PDF under your printer options when you print. Then all you need to do is mail your check to Deb's attention but please be sure to email Deb your report before putting your check in the mail.

EXPENSE REIMBURSEMENT REMINDER

Just a reminder that Tax Collectors are entitled to reimbursement of the county's share of the following expenses:

1. Real Estate Tax bill printing (Infocon invoice)
2. Envelopes
3. Postage - for mailing original notices. Postage for special second notices will be reimbursed as necessary, however the county will require that these special notices be coordinated with all taxing districts.
4. Bank Charges - check & deposit slip printing. (The county will not pay for NSF bank fees)
5. RAK Tax Collection program, 1/3 of the total invoice

Happy New Year
2024

A NOTE FROM RITA:

All of the deeds that are recorded in the current year are reflected in the ensuing tax year. The only exceptions to the values are when you receive an abatement/certification form from the Assessment Office for a correction to be made for the current year. You may also receive a new owner missed form. In 2022 there were 4,575 deeds recorded. We may miss one or two! Do not make any changes to the current bills without one of these forms from the Assessment Office. Please read the remarks section carefully and follow the instructions. A copy of the certification is also sent the Controller's Office and School District, if applicable. I always keep a copy on file too. Feel free to contact me at (814) 472-1451 or email at russell@co.cambria.pa.us with any questions or concerns.

ASSESSMENT CHANGES

Speaking of assessment changes, please report all assessment changes to our Office as soon as possible. Also, if you receive an assessment change and the property has been paid already, please notify Deb so that we are not contacting you about why it has not yet been reported.

DEPOSITS AND REPORTS

During my most recent audits I noted collectors making a final deposit for the week and then immediately issuing reports and check to the taxing districts. The best practice is to allow a few days for the checks in your deposit to clear the banking institutions before issuing your reports. The issue could arise where one of the checks in that final deposit is deemed NSF. Which could in turn cause you to overdraft your account.



ACT 57

On July 11, 2022 Governor Wolf signed Act 57 of 2022 into law. Act 57 of 2022 allows new property owners who attest that they have not received the original tax notice for either County/Municipal or School District taxes will be afforded the opportunity to pay the tax at the face amount. Tax Collectors will not be held liable for accepting a good faith payment in accordance with Act 57. In order to qualify, taxpayers will have to file the request within 12 months of the qualifying event. The taxpayer is required to submit the DCED waiver, payment of taxes at the face amount and proof of property transfer. This can be either a copy of the deed showing the date of real property transfer or copy of the title following acquisition of mobile or manufactured home or an executed lease agreement. When you report the payment to our Office, please be sure to make a note on the report for Deb.