

Cambria County Tax Collector Newsletter



DECEMBER 2025

A MESSAGE FROM THE CONTROLLER

Once again, another year is winding down and many of you will be starting a new term as Tax Collector. Congratulations to all of you, and welcome to all newly elected or appointed Collectors.

I will take this opportunity to thank all of our retiring Collectors with my sincere appreciation for the great work you have done especially cooperating with me and the staff in the Controller's Office. I wish you only the best of health and happiness in the future.

We here in the Controller's Office are always available to help you with any of your questions or problems at any time, please don't hesitate to call us.

On behalf of myself and Staff, we wish you a Merry Christmas and the best during the coming New Year, may it be full of health and happiness for you and your family.

Ed Cernic Jr. & Staff



ELECTRONIC RETURN REMINDER

If you are utilizing a tax collection program the Tax Claim Bureau would prefer that 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 and without your information at Infocon they are unable to assist taxpayers when they call.

OATH OF OFFICE

As 2026 begins your new term as tax collector you are required to take an oath of Office and file it with the Cambria County Clerk of Courts Office. This **must be** filed before your tax notices are sent out for the 2026 tax year. There is a \$25 filing fee per municipality.

We suggest filing your oath while you are at the Courthouse for closeout. Deb will supply you with the Oath paperwork.



CLOSEOUT SCHEDULING

The 2025 tax year closeouts will be **Friday January 2nd through Thursday January 15th**.

Everyone must have an appointment. Also, please call the day before your appointment to verify your ending balance to collect with Deb.

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.

Please **do not mail** your final weekly report, bring it with you to closeout.

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

ADDRESS CHANGES

All address changes that need to be reflected on the 2026 tax bills must be received by Rita no later than Friday, December 19, 2025. Mail, fax (814-472-6573) or email them to Rita rrussell@co.cambria.pa.us. Anything received after this date is not guaranteed for 2026.

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



MESSAGE FROM THE COMMISSIONERS

Cambria County Commissioners Scott Hunt, Keith Rager, and Thomas Chernisky 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.

TAX SALE TAXES

In November or December, Tax Claim issues checks to tax collectors for taxes collected from the Upset Sale. If you receive a check from the County and your School District taxes are not yet at penalty, we are requesting that you hold the check until they are. Tax Claim does not know for certain when they will issue the checks from the Upset Sale therefore, they always collect the information for the taxes due at penalty.

RECORD RETENTION

What is a record? A record, per the Municipal Records Act is “any paper, books, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by an entity under law or in connection with the exercise of its powers and the discharge of its duties.” Some items in tax collecting that are considered records are, tax bills, tax duplicate, mobile home permits, weekly and monthly reports, and bank statements.

Before destroying any records, you, as an elected official for the municipality, must request the municipality to pass a resolution regarding the destruction of your records.

If you have been collecting taxes for more than 7 years and you haven't destroyed anything then you definitely have some records to destroy. Time to clean out that attic or basement and make room for new stuff. If you are lucky enough to be able to store old tax records at the municipal building, then you should also be making sure that those records are getting destroyed in a timely manner. If you have any questions, please give me a call.



SAYING GOODBYE & GOOD LUCK!

As 2026 begins a new term for tax collectors we will sadly be saying goodbye to a number of current collectors. We wanted to take a moment to recognize the tax collectors who will not be returning in 2026.



Your years of dedicated service to our County are greatly appreciated.

<u>Municipality</u>	<u>Tax Collector</u>	<u>Years of Service</u>
Washington Twp	Vera Hufford	48
Geistown Boro	Sheri Buchanan	24
Barr Twp	Mary Jean Amadei	20
East Taylor Twp	Mary Vibostok	20
Hastings Boro	Toni Zalisnock	16
Cresson Boro	Barb Kirby	14
Dale Boro	Kirsten Majercsik	12
Southmont Boro	Joan Dill	5



ACT 57 REMINDER

Act 57 of 2022 allows new property owners who attest that they have not received their 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, pay the taxes at the face amount and provide proof of the 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, the tax collector, reports the payment to our Office, please be sure to make a note on the report for Deb. The County does not need copies of the above information, you need to maintain that for your records.