

Paying Your Tax Bill

Online

- Go to Pay.KeystoneCollects.com
- Enter invoice number from your bill and follow instructions
- Pay from your bank account or by credit card
- No fee to pay from your bank account
- Note: First Data Corp. charges a 2.5% processing fee on each credit card transaction, a \$0.50 minimum fee applies.



Use this link to request a receipt whether you pay online or by mail

By Mail

- Make check payable to
Keystone Collections Group
PO Box 505
Irwin PA 15642
- Remit payment voucher with payment
- Indicate applicable time period (Discount, Face, Penalty)
- Use appropriate installment payment voucher if paying under installment plan
- Pay full amount by the due date (partial payments will be returned)

By Phone

- Credit card only
- Call 1-724-978-0300 Monday through Friday between 8 am and 4 pm ET
- Refer to the record number and invoice number listed on your bill

Para recibir asistencia en español, por favor llame 1-724-978-2866

Taxpayer Election of Installment Payment Option

- Pay only the first installment in full by the due date listed on the front of your bill to elect to pay in installments
- No late first installment payments are accepted
- If first installment payment is not made timely, the full amount of the real estate tax is due on or before the "Face" due date listed on the front
- A 10% penalty may be added to any installment payments paid after the installment due date(s)
- No discount applies to installment payments
- Failure to make timely installment payments may disqualify taxpayer from participating in installment payment plan next year

Remember

- Pay full amount due by due date
- If your bank refuses to honor your check or payment, the payment amount is determined by the date you resubmit payment
- \$29 bank charge for Non Sufficient Funds checks
- After December 15, payment must be by certified check or Money Order
- Unless the installment plan continues into the next calendar year, account will be turned over to the delinquent collector after December 31.
- Failure to receive a bill does not entitle property owner to discount or waiver of penalty
- \$5 charge for duplicate tax bill
- Questions? Go to **KeystoneCollects.com** to search our FAQs or contact us

Enclose payment voucher or installment payment voucher with payment to ensure proper credit to your account

