

EAST MANCHESTER TOWNSHIP  
NORTHEASTERN SCHOOL DISTRICT  
KATHY S EMSWILER, TAX COLLECTOR  
20 BONITA DRIVE  
MOUNT WOLF, PA 17347  
(717) 266-6108

2020-2021 HOME OFFICE HOURS

TUESDAYS 2 P.M. - 6 P.M.

THURSDAYS 9 A.M. - 2 P.M.

A LOCKED DROP BOX IS LOCATED ON THE WALL  
NEXT TO THE OFFICE FOR PAYMENTS WHEN THE  
OFFICE IS CLOSED

OFFICE CLOSED 8/24/2020-8/31/2020

OFFICE CLOSED 1/1/2021-2/14/2021

CLOSED ALL SATURDAYS, SUNDAYS AND HOLIDAYS  
EVENING HOURS BY APPOINTMENT ONLY

EAST MANCHESTER TOWNSHIP BUILDING  
COLLECTION TIMES:

MONDAY SEPTEMBER 28, 2020- 12:00PM-5:00PM

WEDNESDAY SEPTEMBER 30 2020-12:00PM-5:00 PM

RECEIPTS FOR TAX PAYMENTS MADE BY MAIL  
WILL BE ISSUED ONLY WHEN BOTH TAX  
COLLECTOR AND TAXPAYER COPY OF THE BILL  
AND A SELF-ADDRESSED, STAMPED ENVELOPE  
ACCOMPANY THE TAX PAYMENT. ALWAYS  
MAKE CHECKS PAYABLE TO: KATHY S.  
EMSWILER, TAX COLLECTOR. A SERVICE FEE OF  
\$50.00 WILL BE CHARGED FOR ALL RETURNED  
CHECKS. ALL PAYMENTS ACCEPTED BY THE  
POSTMARK DATE ON ENVELOPE, NOT THE DATE  
ON THE CHECK.

ALL TAXES ISSUED BEFORE SEPTEMBER 1, 2020  
MUST BE PAID BY DECEMBER 31, 2020. AFTER  
DECEMBER 15TH, PERSONAL CHECKS  
WILL NOT BE ACCEPTED ON ANY TAX BILL  
DUE AT THE PENALTY AMOUNT.  
PAYMENTS AT THE PENALTY AMOUNT  
MUST BE IN THE FORM OF A MONEY  
ORDER OR CERTIFIED BANK CHECK. CASH  
TRANSACTIONS ARE LIMITED TO \$100.00  
OR LESS. ANY DELINQUENT TAXES THAT  
REMAIN UNPAID AS OF DECEMBER 31, 2020 WILL  
BE TURNED OVER AND PAYABLE TO THE YORK  
COUNTY TAX CLAIM BUREAU Information  
Regarding Per Capita bills is on the back of this  
notice

PER CAPITA

ALL RESIDENTS OF NORTHEASTERN SCHOOL  
DISTRICT/ EAST MANCHESTER TOWNSHIP WHO ARE  
18 YEARS OF AGE OR OLDER, ARE REQUIRED BY LAW  
TO PAY PER CAPITA TAXES. ANY RESIDENT WHO DID  
NOT RECEIVE A PER CAPITA/OCCUPATION TAX BILL IS  
REQUIRED BY LAW TO NOTIFY THEIR TAX COLLECTOR.  
THIS INCLUDES FULL-TIME STUDENTS WHOSE LEGAL  
ADDRESS IS IN THE EAST MANCHESTER TOWNSHIP.  
YOU MAY BE EXONERATED FROM THIS PORTION OF  
THE TAX IF YOU HAVE A TOTAL INCOME FROM ALL  
SOURCES OF LESS THAN \$5,000 PER YEAR. THIS  
EXONERATION FORM MAY BE OBTAINED FROM YOUR  
TAX COLLECTOR AND MUST BE FILLED OUT EVERY  
YEAR. IF YOU HAVE RECENTLY MOVED TO THIS  
TOWNSHIP, AND HAVE PAID A 2020-2020 SCHOOL  
DISTRICT PER CAPITA TAX BILL IN ANOTHER  
TOWNSHIP, PLEASE RETURN THE ENCLOSED BILL AND  
A COPY OF THE PAID RECEIPT FROM THE PREVIOUS  
DISTRICT, SO YOU MAY BE PROPERLY EXONERATED.

OCCUPATION

IF YOU ARE EMPLOYED (OR SELF-EMPLOYED), YOU  
MUST PAY THE OCCUPATION PORTION OF THIS TAX  
BILL TO THE SCHOOL DISTRICT. (THIS IS NOT THE  
SAME TAX AS THE OCCUPATIONAL PRIVILEGE TAX  
THAT MAY BE DEDUCTED FROM YOUR PAYCHECK BY  
YOUR EMPLOYER.) YOU MAY BE EXONERATED FROM  
THIS PORTION OF THE TAX IF YOU HAVE NO INCOME  
PRODUCING OCCUPATION. FOR EXAMPLE: YOU ARE A  
RETIRED PERSON, HOMEMAKER, OR A FULL-TIME  
STUDENT WITH NO INCOME. THIS EXONERATION  
FORM MAY BE OBTAINED FROM YOUR TAX  
COLLECTOR AND MUST BE FILLED OUT EVERY YEAR.

ALL UNPAID PER-CAPITA AND OCCUPATION TAXES  
GO TO THE DELINQUENT TAX COLLECTION AGENCY  
AFTER DECEMBER 31, 2020.

IF YOU HAVE ANY QUESTIONS REGARDING THE  
ENCLOSED TAX BILLS, PLEASE CALL MY OFFICE.