

**PER CAPITA TAX INFORMATION**

**\*\*WARNING\*\*** DO NOT SEND YOUR PER-CAPITA TAX BILLS TO YOUR MORTGAGE COMPANY. MORTGAGE COMPANIES DO NOT PAY PERSONAL TAXES.

ALL RESIDENTS OF EAST MANCHESTER TOWNSHIP WHO ARE 18 YEARS OF AGE OR OLDER, ARE REQUIRED BY LAW TO PAY PER CAPITA TAXES. THIS INCLUDES FULL-TIME STUDENTS WHOSE LEGAL ADDRESS IS IN EAST MANCHESTER TOWNSHIP.

IF YOU HAVE RECENTLY MOVED TO THIS TOWNSHIP, AND HAVE PAID A 2025 TOWNSHIP PER CAPITA TAX BILL IN ANOTHER TOWNSHIP, PLEASE RETURN THE ENCLOSED BILL AND A COPY OF THE PAID RECEIPT FROM THE PREVIOUS TOWNSHIP, SO YOU MAY BE PROPERLY EXONERATED.

ALL UNPAID PER CAPITA TAXES ARE SENT TO THE DELINQUENT TAX COLLECTION AGENCY AFTER DECEMBER 31, 2025.

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

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

**2025 HOME OFFICE HOURS**

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

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

CLOSED ALL SATURDAYS, SUNDAYS AND HOLIDAYS

Office closed February 26<sup>th</sup>-March 7<sup>th</sup>

Office closed May 1<sup>st</sup>-June 15<sup>th</sup>

**EVENING HOURS BY APPOINTMENT ONLY**  
A DROP BOX IS AVAILABLE ON THE WALL NEXT TO THE OFFICE FOR PAYMENTS WHEN THE OFFICE IS CLOSED

**EAST MANCHESTER TOWNSHIP BUILDING**

**COLLECTION TIMES:**

FRIDAY APRIL 11 2025 12:00 P.M. - 5:00 P.M.

TUESDAY APRIL 15 2025 12:00 P.M.-5:00 P.M.

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. NO POST-DATED CHECKS WILL BE ACCEPTED. NO PARTIAL PAYMENTS WILL BE ACCEPTED.

ALL TAXES ISSUED BEFORE SEPTEMBER 1ST MUST BE PAID BY DECEMBER 31, 2025. PERSONAL CHECKS WILL NOT BE ACCEPTED AFTER DECEMBER 15, 2025 ON ANY TAX BILL DUE AT THE PENALTY AMOUNT. Payment must be in the form of money order, cashier's check, or certified check. CASH TRANSACTIONS ARE LIMITED TO \$100.00 OR LESS.

ANY TAXES THAT REMAIN UNPAID AS OF DECEMBER 31, 2025 WILL BE TURNED OVER to Collection Agency or Tax Claim INFORMATION REGARDING PER CAPITA BILLS IS LISTED ON THE BACK OF THIS NOTICE.