

## **TAX CERTIFICATION INSTRUCTIONS**

In order to have a tax certification processed, we are asking that you submit your request in one of two ways:

- 1) Mail the request to: MASD Tax Office, 55 West Water Street, Middletown, PA 17057, along with a check for \$20, made payable to "Middletown Area School District"
- 2) Fax the request along with a copy of the check that you will be sending to the district to 717-948-3329. The district will accept the copy of the check as your intent to pay, so as not to delay the processing. We ask that you please mail the check at your earliest convenience.

With either method, please include the parcel identification number on the memo line of the check. Tax Certification requests without payment, or proof of intent to pay will not be processed.

If you have any questions regarding this notice, please contact Eric S. Graeff, Grants and Taxes Accountant, at 717-948-3300 ext 1018.

### **FEE CHANGE NOTICE**

As of 7/1/2011, Middletown Area School District will charge a \$20 fee for Tax Certifications. Since 2005, the district has provided this service at at no charge. With the current challenging economic and budgetary conditions, it has been necessary for the district to evaluate all available sources of revenue.