

LEHIGH TOWNSHIP TAX COLLECTOR POLICIES

Cory Schmidt, Tax Collector

Dated January 9, 2023

1. **Office Hours-** Office hours at the Lehigh Township Building, 32 Second Street, in Gouldsboro are posted on the tax bills, as well as online at www.lehightwpwayneco.org. Please note, that the Tax Collector is unable to take phone calls when at the Township Building, but is available by phone from 8:00 am to 4:00 pm, Monday through Friday, on all other regular business days throughout the year.
2. **Access for the Handicapped-** In accordance with the Americans with Disabilities Act, handicapped access is provided at the Lehigh Township Building, 32 Second Street, Gouldsboro, during collection dates posted on Tax Bills or by appointment. If homebound, Tax Collector will pick-up tax payment by appointment.
3. **Returned Check Policy-** Checks returned to the Tax Collector by the bank for any reason such as: insufficient funds, uncollected funds, stop payment, postdated, stale dated, signature missing, differing amounts, incompleteness and/or account closed, will require a fee paid to the Tax Collector in the amount of **\$35.00 per check** per Lehigh Township Resolution No. 2016-8. Additionally, the Tax Collector reserves the right to demand payment by certified check, cashier's check, money order or cash only from the taxpayer whose check was returned.
4. **Over/Under/Refund Policy-** Taxpayer overpayment errors totaling \$3.00 or less will not be refunded. Taxpayer underpayment errors totaling \$3.00 or less will be posted as paid. Taxpayer payment errors over/under more than \$3.00 will be returned by the Tax Collector, requesting the corrected amount.
5. **Tax Certifications-** Lehigh Township Resolution No. 2016-8 allows the Tax Collector to collect a fee of **\$10.00** per parcel for providing a tax certification.
6. **Duplicate Bill Fee-** Lehigh Township Resolution No. 2016-8 allows the Tax Collector to collect a fee of **\$10.00** per duplicated bill in the absence of a Tax Certification.
7. **No Personal Checks Accepted AFTER December 20th**- As stated on the 2nd notice(s) that are mailed, personal checks will not be accepted after that date- per Local Tax Collection Law Sec 10(e). Personal checks mailed AFTER December 20th will be sent back to the taxpayer.



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