TAX COLLECTOR SERVICE FEES

ORDINANCE No. \_\_\_\_\_\_\_\_\_

AN ORDINANCE OF THE \_\_\_\_\_\_\_\_ TOWNSHIP, \_\_\_\_\_\_\_\_ COUNTY, PENNSYLVANIA, ESTABLISHING SERVICE CHARGE FEES FOR TAX COLLECTOR WRITTEN CERTIFICATIONS AS TO THE PAYMENT STATUS OF REAL ESTATE TAXES FOR TOWNSHIP LANDS, ESTABLISHING FEES FOR RETURN CHECK CHARGES, and ESTABLISHING a fee for the mailing of duplicate tax bills.

WHEREAS, the \_\_\_\_\_\_\_\_ Township Tax Collector is requested on occasion to certify in writing the payment status of Township real estate taxes levied upon the owners of Township lands;

WHEREAS, \_\_\_\_\_\_\_\_ Township desires to establish a reasonable service charge fee payable to the Township Tax Collector for the preparation of such written real estate tax certifications;

WHEREAS, Windham Township, either through the Township office or the Township’s Tax Collector, often receives payment of monies due by way of check;

WHEREAS, on occasion, those checks are drawn on closed accounts, accounts with insufficient funds, or otherwise in such a fashion that the checks are returned and not honored by the payer/bank;

WHEREAS, such activity results in a bank debit being assessed against \_\_\_\_\_\_\_\_ Township’s bank accounts and/or the \_\_\_\_\_\_\_\_ Township Tax Collector’s bank account;

WHEREAS, the \_\_\_\_\_\_\_\_ Township Tax Collector is requested on occasion to mail a duplicate tax bill to tax payer or the tax payer’s bank;

WHEREAS, \_\_\_\_\_\_\_\_ Township desires to establish a reasonable service charge fee payable to the Township Tax Collector for the preparation and mailing of such duplicate tax bills;

AND WHEREAS, the \_\_\_\_\_\_\_\_ Township, by and through its duly elected Board of Supervisors, deems the fees or charges hereinafter mentioned to be fair and reasonable and necessary for the ongoing proper management, care, and control of the Township and its Finances;

NOW, THEREFORE, the \_\_\_\_\_\_\_\_ Township Board of Supervisors at a meeting duly advertised does hereby establish and ordain as follows:

1. SERVICE FEE FOR TAX COLLECTOR‘S WRITTEN CERTIFICATION OF REALTY TAX PAYMENT STATUS FOR LANDS SITUATED WITHIN WINDHAM TOWNSHIP.
2. \_\_\_\_\_\_\_\_ Township hereby imposes a service fee of $10 per written certification to be assessed to each person, firm, or corporation requesting a written tax certification from the Township Tax Collector verifying the payment status of real estate taxes levied upon the owners of Township realty.
3. The service fee mentioned in paragraph 1A, above, shall be payable directly to the \_\_\_\_\_\_\_\_ Township Tax Collector.
4. The service fee mentioned in paragraph 1A, above, may be amended, from time to time, by Resolution, in the event the Township determines a need to alter the fee as initially established.
5. RETURN CHECK FEES. CHECKS PAYABLE TO THE TAX COLLECTOR OF \_\_\_\_\_\_\_\_ TOWNSHIP.
6. \_\_\_\_\_\_\_\_ Township hereby imposes a fee of $10.00 per check returned by a payee bank and due to said bank’s failure to honor and pay to the Township Tax Collector the amount of such check. This fee shall be in addition to any bank service charges imposed upon the Tax Collector of \_\_\_\_\_\_\_\_ Township as a result of any such returned check. The fees detailed herein shall be assessed against the person, firm, or person, firm or corporation issuing such check and as a result of the Payee bank’s failure to pay the same.
7. The $10.00 fee detailed in paragraph 2A, above, shall be set from time to time, by Resolution in the event the Township Board of Supervisors determines a need to alter the fee as initially established.
8. The fee for dishonored check payable hereunder shall be paid to the Township Tax Collector directly.
9. SERVICE FEE FOR TAX COLLECTOR‘S preparation and mailing of duplicate tax bills.
10. The Windham Township hereby imposes a service fee of $5 per duplicate tax bill issued by the Township Tax Collector.
11. The service fee mentioned in paragraph 3A, above, shall be payable directly to the \_\_\_\_\_\_\_\_ Township Tax Collector.
12. The service fee mentioned in paragraph 3A, above, may be amended, from time to time, by Resolution, in the event the Township determines a need to alter the fee as initially established.
13. SEVERABILITY

The provisions of this ordinance shall be severable, and if any provision hereunder shall be declared unconstitutional, illegal, or invalid, then such declaration shall not effect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as the intent of \_\_\_\_\_\_\_\_ Township that this Ordinance would have been enacted as if any such unconstitutional, herein, illegal, or invalid provision(s) had not been included.

1. REPEALER

Ordinance Number 531 and all ordinances and parts of ordinances inconsistent herewith are hereby repealed.

1. EFFECTIVE DATE

This Ordinance shall become effective five days following its adoption.

Enacted and adopted by the \_\_\_\_\_\_\_\_ Township Supervisors, \_\_\_\_\_\_\_\_ County, Pennsylvania, in lawful session duly assembled on the \_\_\_\_\_ Day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20XX

|  |  |
| --- | --- |
| ATTEST:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ Township Supervisors:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**The PSATS Ordinance Database includes examples that townships can use when developing their own ordinances, job descriptions, and personnel regulations. Please keep in mind that these examples are merely models and should only be used as a guide in developing your own ordinance, job description, or personnel regulation. PSATS encourages township officials to review and discuss all proposed ordinances, job descriptions, or personnel regulations with their township solicitor. Also, please keep in mind that PSATS cannot guarantee that a model ordinance, job description, or personnel regulation has or will withstand a court challenge.**