

# MuniciTAX

[www.municitax.net](http://www.municitax.net)

1038 Perry Highway  
Pittsburgh PA 15237  
800-745-3473  
FAX: 1-412-850-8095

Email: [info@municitax.net](mailto:info@municitax.net)

2024 Tax Year

Dear Taxing District Administrator:

It's the time of year to begin thinking about printing your 2024 Real Estate Tax Bills for your Taxing District. We have the capability to print your Municipal Real Estate Tax Bills as well as your School District Tax Bills, Per Capita Tax Bills and Storm Water Bills.

MuniciTAX would like to offer our 36+ years of printing and computer services to assist you in the production of your Municipal Tax bills. We believe we can offer you superior product quality, on time service, and a very competitive price.

Please review the enclosed feature sheet for detailed information on our services.

We hope that you will consider MuniciTAX for your 2024 Real Estate Tax Bills, as an economical, hassle free alternative.

Feel free to contact us with any questions or concerns you may have regarding the set-up process for your tax bills.

Upon request, we can provide you with a sample tax bill to review.

Sincerely,

Dan Tschippert  
Operations Manager

# MunicipiTAX

[www.municitax.net](http://www.municitax.net)

1038 Perry Highway  
Pittsburgh PA 15237  
800-745-3473  
FAX: 1-412-850-8095

Email: [info@municitax.net](mailto:info@municitax.net)

## 2024 Tax Bill, Ledger and Envelope Printing Price List

Tax Bills with two (2) copies of the Tax Ledgers (Municipal, School, or Per Capita)	\$ .43 per Parcel
Tax Bills Folded and Sealed	<b>NO CHARGE</b>
Blank Tax Forms	\$ .13 each
Third Copy of Tax Bill (Printed on blank, 20# paper, 2 bills per page)	\$ .07 per Parcel
Tax Ledgers Only Alphabetical By Owner Name Parcel Order Line Number Order Ward or District Order	\$ .14 per Parcel
Tax Ledger and Proofs on CD, in PDF Format (Provided upon request after FINAL tax bill delivery.)	<b>NO CHARGE</b>
Binder (three ring) for tax ledger (books)	\$ 7.00 each
Envelopes, 6"h x 9"w, with window for tax bill Printed to your specifications in one color ink Ordered in quantities of 1,000 (Call for pricing in excess of 4,000)	\$ 200.00 - 1,000 \$ 340.00 - 2,000 \$ 480.00 - 3,000 \$ 600.00 - 4,000

**Payment Terms: Net 30 days.**  
**Materials will be delivered to your location.**  
**No charge for delivery to Beaver County.**

## List of Features

- ✓ Your tax bills will be printed on the tax bill paper that is similar to what has been used by your Municipality for years. We will include the information associated with the Taxpayer Relief Act (Act 1 of 2006 as applicable on your school bills.)
- ✓ The color of the tax bill will change from year to year and for the Municipal Tax Bill, and School District Tax Bill.
- ✓ Prior to printing any of your tax bills, we will email the tax collector a proof copy of a bill for approval. **Printing of tax bills will not begin without formal approval to print the tax bill.**
- ✓ Tax bills will be printed directly from your data file e-mailed or sent to us on a CD from your office.
- ✓ Tax bills will be ready to ship or deliver typically within ten (10) working days from receipt of your data file and tax bill proof approval from your office.
- ✓ UPON REQUEST, your duplicate ledger and tax bill proofs will be provided to you on a CD at no additional cost for your archive purposes.
- ✓ If your taxing district has a mailing permit, we can print that information directly on the tax bill, eliminating the need for affixing stamps or running bills through a postage meter.
- ✓ If your Municipality collects other fees (Fire Hydrants, Street Lights or Fire Protection), we will print that information directly on the Real Estate Tax Bills and installment payments, if applicable.
- ✓ If your Municipality or School District collects Per Capita taxes, we have the capability to print Per Capita Tax Bills.
- ✓ Your revised tax bills are printed at the same time so you don't have to print those yourself.
- ✓ Tax Ledgers are printed on pre-punched, three (3) hole paper, printed front and back for easy insertion into a binder which is available.
- ✓ Informational messages can be printed on the back of the tax bill for upcoming community or school events (as space allows.)

# MuniciTAX

[www.municitax.net](http://www.municitax.net)

1038 Perry Highway  
Pittsburgh PA 15237  
800-745-3473  
FAX: 1-412-850-8095

Email: [info@municitax.net](mailto:info@municitax.net)

**When your millage has been set, please return this form to MuniciTAX**

District Number: \_\_\_\_\_

District Name: \_\_\_\_\_

## MUNICIPAL REAL ESTATE

Millage:	_____	
Discount:	Month(s): _____	_____ %
Face:	Month(s): _____	
Penalty:	Month(s): _____	_____ %
Taxes to Be Filed By:	Date: _____	

Real Estate Ledgers (How Many? – two included no charge)

Alpha Order: \_\_\_\_\_

Parcel Order: \_\_\_\_\_

Zip Code Order: \_\_\_\_\_

Number of three ring binders for ledger: \_\_\_\_\_

Print Postage Permit (Yes or No): \_\_\_\_\_

Seal Bills (Yes or No): \_\_\_\_\_

Print Tax Bills in Alpha, Parcel, Zip Code Order: \_\_\_\_\_

Lending Institution Sorted: (Yes or No): \_\_\_\_\_

Print Third Copy of Tax Bill on Paper (Yes or No): \_\_\_\_\_

Number of Blank Tax Bills: \_\_\_\_\_

Office Phone Numbers, Hours and Other Information for Tax Bills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Please return with a copy of last year's tax bill with corrections made.***

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

# MunicipiTAX

[www.municitax.net](http://www.municitax.net)

1038 Perry Highway  
Pittsburgh PA 15237  
800-745-3473  
FAX: 1-412-850-8095

Email: [info@municitax.net](mailto:info@municitax.net)

**When your millage has been set, please return this form to MuniciTAX**

District Number: \_\_\_\_\_

District Name: \_\_\_\_\_

## SCHOOL DISTRICT REAL ESTATE

Millage: \_\_\_\_\_

Homestead/Farmstead: \_\_\_\_\_ Reduction: \_\_\_\_\_

Discount: \_\_\_\_\_ Month(s): \_\_\_\_\_ %

Face: \_\_\_\_\_ Month(s): \_\_\_\_\_

Penalty: \_\_\_\_\_ Month(s): \_\_\_\_\_ %

Taxes to Be Filed By: \_\_\_\_\_ Date: \_\_\_\_\_

Installment Dates: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Real Estate Ledgers (How Many? – two included no charge)

Alpha Order: \_\_\_\_\_

Parcel Order: \_\_\_\_\_

Zip Code Order: \_\_\_\_\_

Number of three ring binders for ledger: \_\_\_\_\_

Print Postage Permit (Yes or No): \_\_\_\_\_

Seal Bills (Yes or No): \_\_\_\_\_

Print Tax Bills in Alpha, Parcel, Zip Code Order: \_\_\_\_\_

Lending Institution Sorted: (Yes or No): \_\_\_\_\_

Print Third Copy of Tax Bill on Paper (Yes or No): \_\_\_\_\_

Number of Blank Tax Bills: \_\_\_\_\_

Office Phone Numbers, Hours and Other Information for Tax Bills:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return with a copy of last year's tax bill with corrections made.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

# MunicipiTAX

[www.municitax.net](http://www.municitax.net)

1038 Perry Highway  
Pittsburgh PA 15237  
800-745-3473  
FAX: 1-412-850-8095

Email: [info@municitax.net](mailto:info@municitax.net)

**When your millage has been set, please return this form to MuniciTAX**

District Number: \_\_\_\_\_

District Name: \_\_\_\_\_

## MUNICIPAL AND/OR SCHOOL DISTRICT PER CAPITA

Amount/s: \_\_\_\_\_

Discount: Month(s): \_\_\_\_\_ %

Face: Month(s): \_\_\_\_\_

Penalty: Month(s): \_\_\_\_\_ %

Taxes to Be Filed By: Date: \_\_\_\_\_

Per Capita Ledgers (How Many? – two included no charge)

Alpha Order: \_\_\_\_\_

Zip Code Order: \_\_\_\_\_

Number of three ring binders for ledger: \_\_\_\_\_

Print Postage Permit (Yes or No): \_\_\_\_\_

Seal Bills (Yes or No): \_\_\_\_\_

Print Tax Bills in Alpha, Zip Code Order: \_\_\_\_\_

Print Third Copy of Tax Bill on Paper (Yes or No): \_\_\_\_\_

Number of Blank Tax Bills: \_\_\_\_\_

Office Phone Numbers, Hours and Other Information for Tax Bills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please return with a copy of last year's tax bill with corrections made.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

# MuniciTAX

[www.municitax.net](http://www.municitax.net)

1038 Perry Highway  
Pittsburgh PA 15237  
800-745-3473  
FAX: 1-412-850-8095

Email: [info@municitax.net](mailto:info@municitax.net)

**When your millage has been set, please return this form to MuniciTAX**

District Number: \_\_\_\_\_

District Name: \_\_\_\_\_

## STORM WATER FEE

Discount: \_\_\_\_\_ Month(s): \_\_\_\_\_ %

Face: \_\_\_\_\_ Month(s): \_\_\_\_\_

Penalty: \_\_\_\_\_ Month(s): \_\_\_\_\_ %

Taxes to Be Filed By: \_\_\_\_\_ Date: \_\_\_\_\_

Real Estate Ledgers (How Many? – two included no charge)

Alpha Order: \_\_\_\_\_

Parcel Order: \_\_\_\_\_

Zip Code Order: \_\_\_\_\_

Number of three ring binders for ledger: \_\_\_\_\_

Print Postage Permit (Yes or No): \_\_\_\_\_

Seal Bills (Yes or No): \_\_\_\_\_

Print Tax Bills in Alpha, Parcel, Zip Code Order: \_\_\_\_\_

Lending Institution Sorted: (Yes or No): \_\_\_\_\_

Print Third Copy of Tax Bill on Paper (Yes or No): \_\_\_\_\_

Number of Blank Tax Bills: \_\_\_\_\_

Office Hours and Other Information:

Office Phone Number/s and Hours for Tax Bills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Please return with a copy of last year's tax bill with corrections made.***

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_