

Lori L. Frazee

TAX COLLECTOR

Year 2026

To Whom It May Concern,

Please be aware of the following policies for my tax collection office:

- No tax information will be given verbally.
- Requests for information must be in writing and include a \$2 duplicate bill fee for each real estate tax bill requested. Companies requiring a W-9 from tax collectors will need to obtain tax bills from property owners - duplicate bills will NOT be sent to companies making this requirement.
- Tax payments received after deadlines will be returned. Please send payments earlier than the due date – especially when using US Mail.
- Tax payments received in the incorrect amount will be returned.
- Payments should be divided by parcel and not combined. If incorrect amount is received, the entire payment will be returned.
- When sending a bill request for multiple properties, please list alphabetically.
- When requesting a Tax Certification letter, requestor must fill out an official application (application available at www.markleysburg.pa.us click on Local Officials, then Tax Collector) and submit with a \$20 per parcel payment. Tax Certification letters may be delayed if this form is not filled out.
- In addition to USPS first-class mail, prepared Tax Certification letters may be emailed if requested.
- Access to FedEx and UPS pick-up are not readily available to my home/office and will not be used for delivery of Tax Certification letters, duplicate tax bills or any other tax-related correspondence.
- Tax information including Tax Certification letters cannot be faxed as I do not have access to a fax machine.
- All fees must be paid in advance.
- When calling to alert me that a request is being mailed or emailed, please leave a detailed message with property owner's name, address and parcel number for which you will need information. You may also give your email address for a quicker response.
- No information will be sent until all applicable fees have been received.

Thank you,

Lori L. Frazee, Tax Collector
Borough of Markleysburg



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