

# LORI L. FRAZEE

## TAX COLLECTOR

137 FRIENDSVILLE ROAD \* MARKLEYSBURG \* PA \* 15459

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December 11, 2018

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.
- 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](http://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  
Markleysburg Borough

**\*\*Local Tax Collection Law, Section 7, Affect of Failure to Receive Tax Notice:**

*Failure to receive notice shall not relieve any taxpayer from the payment of any taxes imposed by any taxing district, and such taxpayer shall be charged with his taxes as though he had received notice.*