

**Robin L. Robertson** - *Director of Business and Administrative Services*

**DESCRIPTION OF THE SCHOOL DISTRICT**

The Conrad Weiser Area School District is located in the western part of Berks County adjacent to Lebanon and Lancaster County (see map below). The District is comprised of the Townships of: Heidelberg, Marion, North Heidelberg, South Heidelberg, and the Boroughs of: Robesonia, Wernersville, and Womelsdorf. A large portion of the land is reserved and protected for agricultural uses only.

**Large Tax-Exempt Properties**

There are several tax-exempt properties located within the School District. These include: South Mountain YMCA Camp Conrad Weiser, the Bethany's Children's Home, Wernersville State Hospital and the Caron Foundation (Chemical/Alcohol Treatment Hospital).

**2016 –2017 Tax Rate Summary**

Real Estate (mills)	
Conrad Weiser Area School District.....	27.135
Per Capita	
Conrad Weiser Area School District.....	\$10.00
Townships and Boroughs.....	5.00
Earned Income	
Conrad Weiser Area School District.....	.5%
Municipalities .....	.5%
Real Estate Transfer	
Conrad Weiser Area School District.....	.5%
Townships and Boroughs.....	.5%

The District and the Berks County Intermediate Unit #14 provide many Special education services. In addition, the District and the Berks Career and Technology Center offer occupational training and adult education in various vocational and technical fields.

The District out-sources their transportation services through Brandywine Conrad Weiser Transportation and collects its real estate and per capita taxes through regionally elected Tax Collectors. The student population numbers in excess of 2,700 and is supported by a budget of approximately \$46,307,305 for the 2016-17 school year.

Please feel free to contact the Conrad Weiser Area School District Business Office by calling (610) 693-8542 or e-mail Robin Robertson at [r\\_robertson@conradweiser.org](mailto:r_robertson@conradweiser.org).

**Welcome to the Conrad Weiser Area School District Real Estate Tax and Per Capita Tax portion of our WEB Site. We hope that you will find the information contained in this WEB page to be helpful. If you have any further questions, please do not hesitate to call the tax office during business hours.**

### **I-TAXPAYER INSTRUCTIONS**

1. If your real estate taxes are serviced by a mortgage company, forward the entire real estate tax bill to them as soon as possible to insure proper payment.
2. If your taxes are not escrowed, present the entire bill when paying in person with the tax collector listed on the tax bill.
3. If paying by mail, send entire bill and self-addressed stamped envelope to receive a receipt.
4. Failure to receive a bill does not entitle owner to discount or remission of penalty on taxes. If you do not receive a tax bill by the third week in July, please call your local tax collector and a copy will be mailed to you. If you do not know who your local tax collector is, please contact the school district business office (610) 693-8542.
5. 2% Discount allowed on all tax bills if paid within two months from "Bill Date".
6. 10% Penalty added to all tax bills if paid after four months from "Bill Date".
7. If you no longer own this property, please provide name of new owner(s) on real estate tax bill and return to your local tax collector. If you do not know who your tax collector is please contact us at (610) 693-8542.
8. **Only full payment accepted.**
9. Only legible postmarks will be accepted at the end of the discount or flat period to determine the eligible payment period.

**10. FINAL DATE FOR THE JULY REAL ESTATE TAX BILL PAYMENT IS DECEMBER 31 OF EACH YEAR.**

**II - CONSIDERATIONS FOR PER CAPITA TAX EXONERATION**

Considerations for Per Capita Tax Exoneration Per Capita tax exonerations will be considered based on the following conditions:

- (1) Consideration is primarily given in those cases involving: Advanced age and/or physical or mental disabilities or indigence. Indigence will be judged on an annual income of \$6,000 per individual or \$12,000 per couple or family.

If you fall into any of the categories listed above, please contact your local tax collector. If you do not know who your tax collector is please contact the district at (610) 693-8542.

- (2) An individual taxpayer who has passed away.

- If you are a relative of a taxpayer who resides in the school district and this relative has unfortunately passed away prior to the date in which the current per capita tax bills were issued, please do the following:

Write a short message stating so directly on the tax bill and return the bill to your local tax collector. If you do not know who your tax collector is please contact us at (610) 693-8542.

With your cooperation, this will insure that the tax bill will be exonerated and no future Conrad Weiser Area School District per capita tax bills will be issued for this individual.

- (3) New residents who have paid their school per capita tax bills for the current year.

- If you are a new resident to the school district and you have already paid a school per capita tax bill at your previous address for this current tax year, please do the following:

Make a copy of your school per capita tax bill receipt for the district in which you have already paid your school per capita tax bill and mail the receipt copy along with the Conrad Weiser Area School District per capita tax bill to your local tax collector. If you do not know who your tax collector is please contact us at (610) 693-8542.

- (4) Conrad Weiser residents who have moved prior to per capita tax billing.

- If you were a Conrad Weiser School District resident who has moved prior to the billing date listed on the per capita tax bill, please write the following information directly on the per capita tax bill(s).

Include the date you have moved, where you have moved to, include any other residents in your household who have also moved and return the bill to your local tax collector. If you do not know who your tax collector is please contact us at (610) 693-8542.

It is important that you include all individual per capita tax bills for the individual(s) who have moved. This will insure that these individuals will be removed from our system and will not receive any future per capita tax bills from the Conrad Weiser Area School District.

Your cooperation is greatly appreciated.

### **III - What To Do If You Believe Your Real Estate Tax Payment Has Been Paid**

This is what to do if more than one party sent payment for a Real Estate tax bill and/or you believe your mortgage company has paid your tax bill. If you think that your real estate tax bill has been paid and/or a duplicate payment was received, we ask that you please call your mortgage company and ask them to supply you with the following information before contacting your local tax collector. This will enable the local tax collector to better serve you in a timely matter. The required information from the mortgage company is as follows:

- Name of Mortgage Company
- Date of Check
- Amount of Check
- Check Number
- Date Mailed
- Address the Check Was Mailed To
- To Whom the Check Was Made Payable
- Check Cashed by Whom

After you have received the above information, please contact your local tax collector. If you do not know who your tax collector is please contact us at (610) 693-8542.