

## **Tax Payment Information**

All original tax bills are mailed to the last known post office address of each taxpayer. If your mortgage company is paying your taxes from an escrow account, please make a copy of the bill for your records and forward the entire original bill to your mortgage company.

## **PAYMENT INSTRUCTIONS**

- Make all checks payable and mail to: Avon Grove School District  
P.O. Box 6319  
Southeastern, PA 19398-6319
- Payments in person are accepted at any branch of **National Penn Bank**. Bring entire bill with you when making payment. Payments will not be accepted at any school district building.
- Write the bill number on the check.
- Payment copy must be returned with payment. If a receipt is required, enclose a self-addressed stamped envelope with your payment and the entire bill.
- We do not accept credit cards.
- There is a \$25 return check fee. There is a \$15 duplicate bill fee.

### **Overnight payments via UPS, FedEx, DHL, please send to:**

Avon Grove School District  
Attn: Tax Clerk  
375 S. Jennersville Road  
West Grove, PA 19390

**Payment must be postmarked by the due date. Postage meter stamps are not accepted unless canceled by the U.S. Postal Service. Incorrect payment amounts, partial payments or postdated checks will not be accepted.**

### **Annual Real Estate Tax Due Dates**

**SINGLE PAYMENT.** A taxpayer has the option to pay the full amount of taxes due in accordance with the following schedule:

- On or before 8/31 Discount amount due
- On or before 10/31 Face amount due
- If paid after 10/31 Penalty amount due

**INSTALLMENT PAYMENTS.** An installment payment option is available for approved homestead/farmstead properties **ONLY**. Installments are divided into three equal payments based on the full amount due:

- 1<sup>st</sup> installment due on or before 8/31
- 2<sup>nd</sup> installment due on or before 9/30
- 3<sup>rd</sup> installment due on or before 10/31

**Installment Option.** If your bill does not include the installment payment coupons you do not qualify for the installment program and you must use the single payment plan. If paying on the installment plan, the 1<sup>st</sup> installment must be received by August 31. If the 1<sup>st</sup> installment is not received by this date you will not be eligible for the installment option, and you must use the single payment option. Discounts are not allowed on installment payments. **A 10% penalty will be charged on late payment of the 2<sup>nd</sup> and 3<sup>rd</sup> installments.** **Installment payments must be made in order (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>). That is, the 2<sup>nd</sup> installment will not be accepted unless the 1<sup>st</sup> installment has been paid, and the 3<sup>rd</sup> installment will not be accepted until the 1<sup>st</sup> and 2<sup>nd</sup> installments are paid.** The installment option is not available for interim tax bills.

No payments will be accepted after December 31. All unpaid taxes will be turned over to the **Chester County Tax Claim Bureau** (610-344-6360). Unpaid taxes will be subject to penalty, interest and filing fees.