

## [Tax Bill Printing and Mailing Questions Received as of April 28, 2021](#)

- 1. Is there a specific order for the tax bill copies or is that established by the tax collector?**

The tax bill copies should be in a searchable PDF format listed in parcel number order.

- 2. In regards to the turn around and proofing. The bid states the tax bill data file will be provided seven days prior to the 30th which would be the 23rd and that is the same day that proofs are requested to be returned. Can that file be provided sooner?**

Yes, the file should be able to be provided earlier than June 23rd to provide sufficient time to proof. If we are not able to provide earlier, we would allow 24 hours to return the proofs for approval.

- 3. Are the calculations done and then provided in the data file being given to the vendors?**

The exact County file will be given to the vendors with no changes and the vendor will be required to remove the unbillable "0" parcels and any listed as exempt properties that should not receive tax bills. The vendor will be responsible for the calculation of the tax bill and installments.

- 4. Will the tax collector mailing address, contact info, and sitting hours be contained in the data file?**

No, the tax collector information will be provided separately.

- 5. Blank Form Clarification - Vendors not Using Preprinted Forms**

Blank forms will have to be provided per tax collector for each municipality.

- 6. Bar Code Clarification**

Bar Code should be provided using the parcel number for the format.

- 7. Type of printer and clarification regarding printing the tax bills.**

Printing of the bills should be at least 300 x 300 dpi printing. It is not as relevant as to what type of printer is used.

- 8. Back up Equipment Clarification**

The District needs to know that you are able to accommodate printing of the tax bills and have a back-up plan in the case of an emergency where something happens at your facility to impede the process. An Emergency Response Plan of sort would be required.

- 9. Clarification for tax bills being folded, sealed and mailed.**

The tax bill and supporting pages (up to 4 total pages double sided) will be folded and stuffed together in the same envelope for mailing with no return envelope. To be clear, the additional pages, just as the tax bill, will be specific to the municipality.

- 10. Will the postage be prepaid?**

Yes, the District will prepay the estimated postage with a reconciliation of actual postage to be completed at final invoicing.

**11. Will invoices be paid within 30 days?**

Yes, North Penn School District pays invoices Net 30.

**12. Clarify the \$1,000/day penalty.**

The penalty will not include Sunday, which is not a regular US Postal Service mailing day.

**13. What is the merge criteria for the mailing of the tax bill?**

We would want you to look at the mailing address and mail the bills based upon the mailing address. There may be a number of different names on the bill, but they all go to the same address, so they should be in the same envelope to mail.

**14. Do tax collectors use a lock box?**

No, the North Penn School District Tax Collectors do not use any lockboxes, they use the District depository and scanners to deposit all of the tax payments.

**15. National Change of Address?**

Please see question 21 below.

**16. Providing proof of the mailing.**

Proof should be provided within 24 hours, some sort of verification.

Postal One Statement, taking bills to the post office and receiving an assurance email from the USPS, or postage machine activity reports are all acceptable as proof.

**17. Do all tax collectors coordinate with one person?**

Yes, the point of contact for the Tax Collectors at the District is Dawn Johnston.

**18. How long will it take to get the tax bill proof approved for printing?**

We will turn the proofs over within 24 hours.

**19. Are the files from both Montgomery County and Bucks County the same format?**

No, the files are from two different counties and the data may be similar, but will most likely be formatted differently.

**20. Who will be doing the calculations for the tax bills (Homestead, etc.)?**

The District calculates the homestead amount and that number will be provided. We will provide you with the list of the homestead exempt properties and those revised assessments for those properties that will need to be marked as Homestead and have the Homestead reduction applied.

## 21. Presorting Clarification

Information is permitted to be changed in limited scenarios (abbreviation and order of address - see below for examples) from the data file that is being provided to you from the County.

Where possible, the vendor should complete the National Change of Address and CASS Standardization process to identify mailings that would qualify for Presorted First Class mailing. No mailing addresses can be modified from the Move Update process. Any identified mailings with updated mailing addresses should be removed from presort classification and mailed at full rate. Address changes will only be allowed where the format of the address but not the actual address must change to qualify.

For Example - Address Provided On File

123 Main Street  
Apartment 1, Second Floor  
Lansdale, PA 19446-1111

ALLOWABLE UPDATE

123 Main St.  
Second Floor, Apt. 1  
Lansdale, PA 19446-1111

NOT ALLOWABLE

129 Main Road  
Apartment 1, Second Floor  
Lansdale, PA 19446-9999

## 22. Installment Information Clarification

As part of preparing the data file, the vendor will be required to do the tax bill installment calculations.

It will be the district's preference to make all installments equal. Where that is not possible, the first installment should be adjusted accordingly.