

READ CAREFULLY - TAXES ARE DUE - PROMPT PAYMENT IS REQUESTED

1. If property has been sold: Return bill with the name of the new owner to the Treasurer's Office.
2. If funds are in escrow: Forward entire bill to mortgage company.
3. PAYMENT OPTIONS:
 - * **MAIL:** Include attached stub with the payment using the enclosed envelope for prompt processing. To obtain a receipt, return the entire bill and a self-addressed stamped envelope with your payment.
 - * **BANK BILL PAY:** If using your bank bill pay function, you **must** use the **Invoice Number** listed on this tax bill as the account number. The Invoice Number is unique to each tax bill and must be updated every year. Please do not include multiple Invoice Numbers as each Invoice Number must be paid separately.
 - * **ONLINE:** We accept payment by electronic check or credit card online. Visit: www.chesco.org to make a payment. Additional fees apply.
 - * **OFFICE:** Payment may be made in person at the Treasurer's Office - Monday through Friday 8:30 am to 4:30 pm. Credit Card payments are also accepted when paying in person. Additional fees apply.
 - * **TAX BANK: Starting January 1, 2014 taxes will only be accepted at any branch of DNB First. Payment stub must accompany payment when made in person. Please visit www.dnbfirst.com for DNB First locations and hours.**
4. Payment must be received in this office by due date or postmarked by U.S. Postal Service by due date in order to receive discount or to avoid penalty. If payment is made by check, stamped receipt is not valid until check has cleared. There will be a \$50.00 charge for returned checks.
5. Between December 15th and December 31st, this office will not accept personal checks for payment of taxes. Only cash, money orders or bank checks will be accepted.
6. Taxes that are unpaid by December 31st, will be forwarded to the Tax Claim Bureau for collection. Please call 610-344-6360 after January 15th to inquire about delinquent County taxes.
7. You must request an address change to the Assessment Office in writing to:
313 W. Market Street, Suite 4202
P.O. Box 2748
West Chester, PA 19380-0991
8. Questions regarding assessment amount, contact: Assessment Office 610-344-6105.
9. Questions regarding payment of bill, visit www.chesco.org/Treasurer or call Treasurer's Office 610-344-6370.
10. **Taxes are due and payable as prescribed by law, whether or not a tax bill has been received by the taxpayer. Failure to receive a bill does not alter the due date, discount or penalty.**