

# berkheimer

tax administrator

Earned Income Tax Administrator

50 North Seventh Street, Bangor PA 18013

866-701-7205

610-599-3138

*To comply with Act 511 and its Amendments, and the Local Tax Resolutions or Ordinances, this questionnaire is necessary and must be answered fully by all residents. You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3139, during the hours of 9:00 a.m. through 4:30 p.m., Monday through Friday. Or, you can visit our website at [www.hab-inc.com](http://www.hab-inc.com). If Berkheimer is not the appointed tax hearing officer for your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.*

## VERIFICATION OF TAX INFORMATION

Please complete the reverse side of this form if making corrections to the individual information below. Detach at perforation and return top portion to Berkheimer within thirty (30) days of receipt of this letter.

Name  
Address  
City  
State  
&  
Zip

Resident Municipality:

02625 OHIOVILLE BORO

WESTERN BEAVER COUNTY SD

Tax Rate:

1.0%

Please detach and return top portion to Berkheimer

Dear Taxpayer,

Berkheimer is pleased to announce that we have been appointed by the Western Beaver County School District as their Earned Income Tax Officer under the authority of the Local Tax Enabling Act, commonly referred to as PA ACT 511. The municipalities of Ohioville Borough, Industry Borough and Glasgow Borough have also appointed Berkheimer to administer their portion of the tax.

All residents of Ohioville Borough, Industry Borough and Glasgow Borough are required to remit and file the one-percent (1%) Earned Income Tax with our office, effective Second Quarter 2010. *This is not a change in the tax or the rate, only a change in the tax collector.*

Founded in 1946 in Bangor, Pennsylvania, Berkheimer is Pennsylvania's largest independent tax collection agency, maintaining several offices throughout the state. Over 1,100 municipalities and school districts process their tax records and payments through Berkheimer.

As the appointed Earned Income Tax Administrator for Ohioville Borough, Industry Borough and Glasgow Borough, we are charged with the duty of administering their Earned Income Tax levy. This includes collecting the tax, establishing rules and regulations to fairly enforce such tax, and creating accurate tax records and accounts for each taxpayer.

The reverse side of this letter contains an earned income tax questionnaire, which is to be completed and returned within thirty (30) days of receipt of this letter if updating the information above. A completed questionnaire will fulfill your registration requirements under the earned income tax rules and regulations, and provide us with accurate tax rolls. More importantly, this information will ensure that your tax dollars are sent to your home taxing jurisdiction. Please include a list of any additional members of your household who have earned income.

We appreciate your cooperation in returning this questionnaire. Kindly refer to our website at [www.hab-inc.com](http://www.hab-inc.com) for general questions and answers about the earned income tax. You also have the option to fill out and submit this form online.

Should you have any questions, please contact our office at 866-701-7205 or 610-599-3138. A representative of Berkheimer Tax Administrator will be available to assist taxpayers at the Western Beaver School District Building, located at 343 Ridgmont Ave., Midland. A representative will be available from 1:00 p.m. to 4:00 p.m. on July 26, July 28, October 25, 2010 and January 31, 2011. We will be happy to assist you.

Sincerely,

BERKHEIMER

Earned Income Tax Administrator for the Western Beaver County SD