

May 1, 2011

Dear School Administrator:

Section 351 of the Taxpayer Relief Act, the act of June 27, 2006, Special Session1, P.L. 1873, No.1, requires each taxing body, including school districts, to submit tax information on an annual basis to the Department of Community and Economic Development (DCED). ***Please note that tax information is required to be submitted annually on the Department of Community and Economic Development's School District Tax Information Form [DCED-CLGS-501] even if you do not have changes to tax rates or tax collector information.***

In order to facilitate this process and reduce costs and the paperwork burden for your office and ours, DCED has made the 2011-2012 School Tax Information Form available on line. Please utilize the online form for e-filing. This action is designed to save both time and money for Pennsylvania's school districts and taxpayers.

If your school district is not currently registered to e-file the Tax Information Form, DCED requests that you file your paperwork electronically. There are several advantages to your school district for filing electronically:

- E-filing provides a way to instantly and accurately transmit your DCED form, thereby reducing filing time and errors for school district officials.
- E-filing provides your school district with easy access to current and previously e-filed DCED forms.
- E-filing can save you time and postage costs and improve the accuracy of the information being submitted.

You may begin accessing your school district's on-line Tax Information Form on May 1, 2011. Any school districts having withholding rate or collector changes for the 2011-2012 school year, must submit forms on-line by June 1, 2011 in order to be included in the Official EIT/PIT/LST Register that will be released on June 15. This register will be the basis, for employer withholding tax purposes, for taxes that are effective on or before July 1. If there are no withholding rate or collector changes for the 2011-2012 school year, the Tax Form is due June 15 or five days after the adoption of the school budget, whichever comes sooner.

***DCED asks that school districts that have enacted, increased or repealed the EIT/PIT or that have made changes to the LST, but have not adopted final real estate tax rates for FY 2011-2012 by June 1, submit their School District Tax Information Form with EIT/PIT or LST information to DCED, along with the corresponding resolution, by June 1, and after new real estate tax rates are adopted, submit an on-line amended School District Tax Information Form. Please provide a copy of the fully executed resolution for any tax increases/decreases or new tax enactments.***



**New E-Filers**

Those who are e-filing for the first time must complete a registration form by going to:

<http://munstatspa.dced.state.pa.us/login.aspx> and clicking "Register" in the lower left corner of the Log-in page. Once the online registration form is completed, it must be signed by the appropriate school district official. For your convenience and quick approval, you may fax the completed authorization form to us at 717-783-1402. You will receive an email confirmation after your authorization form has been received and your e-filing privileges have been activated.

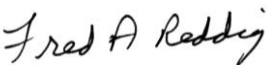
**An Existing PA Powerport User with Username and Password**

If you have not registered with DCED, but have a PA Powerport username and password from other online state systems, you will use it for DCED by registering on-line at: <http://munstatspa.dced.state.pa.us/login.aspx> and clicking "Log-In" in the lower right corner of the Log-in page after entering your PA Powerport username and password. You will automatically be directed to the registration page. Please follow the directions for "New E-Filers" above.

Should you have any questions or are unable to e-file your report and need to request a paper copy, please contact our Municipal Statistics Office at 1-888-223-6837.

Thank you for your cooperation.

Sincerely,



Fred A. Reddig  
Executive Director