

Bills and Dups Menu



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Unpaid Bills

The Unpaid Bills button will print bills for those that remain unpaid. Real Estate and PerCapita/Occupation print separately. We have placed the address on the bill to show through a window envelope after folding.

An asterisk (*) appears next to the bill number for properties that are for sale by Tax Claim. Unpaid bills can be selected by zip code, leave this field blank to print all unpaid bills.



Unpaid Labels/Env

Unpaid Labels/Env will print labels or envelopes for unpaid bills.

Paid/Unpaid Taxes at Face					
21. Brighton		01/19/2026			
Per Capita/Occupation	Description	Amount	Paid	Unpaid	Count
Paid					2
County Tax					
Debt Tax		\$11.80			
Beverage Tax					
Total		\$11.80	\$11.80		
UnPaid					139
County Tax					
Debt Tax					
Beverage Tax					
Total		\$0.00	\$0.00	\$0.00	
Per Capita/Occupation Total					
Real Estate					141
Real Estate	Description	Amount	Paid	Unpaid	Count
UnPaid					141
County Tax		\$11,760.80			
Debt Tax		\$1,000.80			
Beverage Tax		\$11,061.10			
Total		\$13,822.70		\$11,802.70	
Real Estate Total					
21 Properties					
					350

Paid/Unpaid Totals

Paid/Unpaid Totals prints a summary report of the current amounts of paid and unpaid tax bills. The amounts on this report will correspond to your duplicate when you receive the data file but will change as you add bills or change amounts.

Tax Totals					
21. Brighton		Face Total Assessment Count			
Per Capita/Occupation					
Per Capita		\$0.00			
County Tax					
Municipal Tax		\$0.00			
Total		\$0.00			
Real Estate					177
County Tax		\$81,746.00	11,802,400	177	
Debt Tax		\$5,000.00			
Beverage Tax		\$12,084.00			
County Tax		\$88,830.00			
Municipal Tax		\$0.00			
Total		\$10,084.00			
21 Properties					
					350

Tax Totals

Tax Totals also produces a summary report. The amounts on this report will correspond to your duplicate when you receive the data file but will change as you add bills or change amounts.

Collection Totals						
Period	Bill Type	Face	Total	Count	Unpaid	Total
Previous Month	2	Residential Tax	\$0.00			\$0.00
Previous Bi-monthly	2	Per Capita/Occupation	\$0.00			\$0.00
2nd Half	2	Per Capita/Occupation	\$0.00			\$0.00
2nd Half Bi-monthly	2	Residential Tax	\$0.00			\$0.00

Collection Total

Collection Total provides you with tax totals collected between dates that you specify.

Homestead Totals

Homestead Totals provides counts of the paid/unpaid bills entitled to the Homestead exemption.

Late Receipts

Late Receipts displays payments recorded between two user specified dates that were posted after their due date. Everyone realizes that some payments will be recorded after the due date because of mail delays or for other reasons so the inputs include a Grace Period that will cause the report to ignore payments recorded within that many days of the due date. The report displays payments where the Payment Date is after the Start of Face for discount payments, after the End of Face for face payments, or after the respective installment due date for face installment payments.

Debt Report

todo

Set Print Flag

The set print flag button sets or the print flag for every record of a selected tax type. The print flag for an individual bill can be turned off and on from either the Receipt Form or the Change Form.

Clear Print Flag

The clear print flag button clears the print flag for every record of a selected tax type. The print flag for an individual bill can be turned off and on from either the Receipt Form or the Change Form.

Mort Co Report

The Mort Co Report button will prompt you to select a mortgage company and tax type (Municipal or School) then list each bill with the bill number, tax map number, owner name, description of the tax and

the taxes at discount, face and penalty for the selected mortgage company. If the mortgage company is left blank, then the program will print receipts for the bills with the print flag set.

REAL ESTATE TAX NOTICE FOR TAXES DUE PROMPTON, PA 15436-3215 COUNTY PA

Property to: [REDACTED] TAX COLLECTOR
PROMPTON, PA 15436
Phone: [REDACTED] Comm: [REDACTED] Tax Year: 2024-0001
Date: [REDACTED]

Hours 10:00A-4:00P (g) [REDACTED] BILL # 24
MAY 16, 21, 22, 23, 28
RECEIVED BY MAIL
RECEIVED BY CHECKS AFTER 12:00
Amount 116.00
Billing Date: 05/02/2024

Before	05/01/2024	2.00% Discount	0.00
Interest	05/01/2024	And	05/10/2024
Beginning	05/01/2024	5.00% Penalty	0.00
Interest Rate		Interest Rate	
Lmt - 10.50		Penalty	
Imp - 0		Total	
Total Tax Due		116.00	

Use mobile home may be removed without
noticing a permit from the tax collector
Taxes are due and payable and payment is requested from
UNITED STATES OF AMERICA
WASHINGTON, DC 20240-0001

MAIL OR CASH
TAX COLLECTOR COPY
MAIL OR CASH WITH A COPY OF THIS RECEIPT
OR USE OF THIS RECEIPT

Property to: [REDACTED]
PROMPTON, PA 15436
124 R 0206

PROMPTON, PA 15436
Address Service Requested ***** OFFICIAL TAX BILL *****

UNITED STATES OF AMERICA
WASHINGTON, DC 20240-0001

Print Flagged Bills

The Flagged Bills button will prompt you to select a mortgage company and tax type (Municipal or School), and then print bills for all bills of that tax type for the selected mortgage company. If the mortgage company is left blank, then the program will print bills for the bills with the print flag set.

PROMPTON, PA 15436-3215

PROMPTON, PA 15436-3215

PROMPTON, PA 15436-3207

PROMPTON, PA 15436-3203

Labels/Envelopes

The Labels/Envelopes button will print labels and envelopes based on the status of the print flag. The program is setup to use labels 1 x 2 5/8; this corresponds to Avery number 5160.



Flagged Receipts

The Flagged Receipts button will prompt you to select a mortgage company and tax type (Municipal or School), and then print receipts for all bills of that tax type for the selected mortgage company. If the mortgage company is left blank, then the program will print receipts for the bills with the print flag set.

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