

**Lee Hoffheins, Tax Collector**  
**108 West Court • Glen Rock PA 17327**  
**Phone - (717) 476-7988 • Fax - (717) 235-4898**  
**lhoffheins@sprintmail.com**

**School Taxes for Glen Rock Borough are collected by your local tax collector, Lee Hoffheins. Please follow the instructions noted within.**

**General Information:**

- The property owner is responsible to see that the real estate tax is paid. For that reason, the bill has been mailed to you. If you have an escrow account through your bank or mortgage company, please forward the bill to them for payment.
- **Full Payment** - Rebate amount is 2% less than face amount and penalty amount is 10% more than face amount. Use the top coupon to pay your bill in full. Only exact payment amounts will be accepted, no partial payments. Checks should be made payable to **Lee Hoffheins, Tax Collector**.
- **Installment Payments** - The installment payment plan is available to all properties. This plan allows you to pay your property taxes in 3 equal installments to equal the **face amount** of the tax bill. Installment #1 must be postmarked by August 31<sup>st</sup>, or you will not be eligible for the installment plan. Installment #2 must be postmarked by October 31<sup>st</sup>, and #3 must be postmarked by November 30<sup>th</sup>. A 10% penalty will be assessed if paid after these dates. **NO DISCOUNT APPLIES TO INSTALLMENTS.** Only exact installment amounts will be accepted. No partial payments are allowed.
- If you no longer own this property, please return the bill to the address above with the new owner's name and address.
- Landlords must register tenants as required by Local Ordinance. Forms are available on the school district website ([www.sycsd.org](http://www.sycsd.org)) or by calling the district at 717-235-4811, ext. 7300.

**ALL UNPAID REAL ESTATE TAXES WILL BE TURNED OVER TO YORK COUNTY TAX CLAIM IF NOT PAID BY DECEMBER 31, 2022.**

**Elderly Property Owners:**

If you are 65 or older, widow or widower (50 or older), or permanently disabled, you may be eligible to apply for a property tax rebate offered through the Commonwealth of Pennsylvania. Additionally, the Southern York County School District offers a property tax rebate program. Call 717-235-4811 ext. 7300.

If you are in need of assistance or information, please dial the numbers 211 from any phone, and you will be connected with a trained specialist with PA 2-1-1.

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**Payment Options:**

- **By Mail:** Taxes may be paid by sending a check or money order, payable to **Lee Hoffheins, Tax Collector**, along with the tax collector's portion. If a receipt is required, please enclose a stamped, self-addressed envelope along with the entire notice and your payment.  
**U.S. Postal Service postmark date will be considered the date paid. NO EXCEPTIONS.**
- **In Person:** You may pay in person with cash, check, or money order at my residence (108 West Court) on Tuesday and Thursday evenings from 6:00 pm to 8:30 pm. Please call 717-476-7988 to ensure that I will be home.
- **Return Check Fee:** \$25.00 or the fee assessed by the bank if higher.