


Keystone serves Cooper Township and the West Branch Area School District  
in the collection of delinquent earned income tax

## WHY YOU RECEIVED THIS NOTICE ...

- A review of PA Income Tax Return data shows taxable income not reported locally
- State law requires the Tax Officer to determine:
  1. If you may have paid the tax elsewhere
  2. If the income reported on the state return is subject to local tax
  3. Where you lived and worked during the tax year(s) in question



## IF YOU OWE DELINQUENT TAX ...

- Use payment voucher to make payment
- Write account number on check
- Enclose a copy of your delinquent tax bill
- Mail payment to:

Keystone Collections Group  
PO Box 499  
Irwin PA 15642

## YOU MAY NOT OWE DELINQUENT TAX IF YOU ...

- Work and pay the commuter wage tax in an out-of-state municipality
- Did not live for one or more of the years in the community on your delinquent notice

## WHAT TO DO IF YOU THINK YOU DON'T OWE ...

- Send your W2 to Keystone along with your delinquent notice
- Show proof of residence for the tax year(s) you did not live in the community listed on the notice
- Be certain to file your local earned income tax return with Keystone every year