

TOWNSHIP OF DERRY TAX COLLECTION ASSOCIATION

610 CLEARWATER ROAD

HERSHEY PA 17033

(717) 534-1915

TAX POLICY STATEMENT

- Taxpayers that move out of the Township are required to notify the Tax Office of the date of move and provide a forwarding address. If the notification occurs within a month of the date of move or receipt of next Occupation Tax bill, the taxpayer will not be required to provide proof of move. If the notification occurs after a month of date of move or receipt of next Occupation Tax bill, proof of move must be provided. Examples of proof of move include but not limited to; lease agreement; settlement papers; newly issued driver's license; or income tax returns.
- Any person who resides in Derry Township but considers themselves to not be a resident of the Township will be removed from the tax rolls unless they have a child enrolled in Derry Township School District. Proof of residency is required. Examples of proof include but limited to; Occupation or Per capita taxes paid to place of residence; income tax returns filed with place of residence; driver's license issued with address of place of residence; or a copy of Visa. Any person claiming non residency based on a foreign Visa cannot be removed from the tax rolls if they have applied for a green card or have a child enrolled in Derry Township School District. Any Milton Hershey Houseparent can be removed from the tax rolls if they maintain a residence outside of Derry Township unless they have a child enrolled in Derry Township School District.
- Any taxpayer requesting a refund of paid Occupation taxes based on earning less than the exemption level must provide proof of income. A copy of the local income tax return filed for the year of refund is required. Any taxpayer requesting a refund of paid Occupation taxes based on non-resident status when the bills were issued, must provide proof of move. Current collections for Occupation Taxes must be available before any prior year refund can be issued by the Township of Derry Tax Collection Association.
- Any taxpayer requesting a refund of Local Service Tax (LST) based on earning less than the exemption level must provide proof of income. A copy of the W-2 from the employer who withheld the tax or a year end pay stub is required. The amount requested must be received from the employer and posted before any refund is issued.
- Coins totaling over \$20.00 will not be accepted as payment.
- Once a taxpayer begins the installment option to pay the School Real Estate bill, they are locked into the installment option and paying the base/flat amount of the bill even if all three installments are paid by 8/31. They no longer qualify for the 2% discount.