



## Barry H. Bellew

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### Frequently Asked Questions

#### When are Regular tax bills typically issued?

- Upper Macungie Township – April 1<sup>st</sup> for January through December of that year
- Parkland School District – July 1<sup>st</sup> for July of that year through June of the following year

#### When are Interim/Exception tax bills typically issued?

- February, May, and August
- Bills may also be issued at other times during the year
- These bills are issued following the sale/transfer of real estate or reassessment of property value
- Lehigh County Office of Assessment determines the effective date for our calculation of tax owed

#### Is there a discount for paying early? A penalty for paying late?

- Regardless of when the bill is issued, the following billing periods shall apply:
  - **Discount** – 2% off Flat amount if payment in full received within 60 days after the **Bill Date**
  - **Flat** – Payment in full received between 61 and 120 days after the **Bill Date**
  - **Penalty** – 10% of Flat amount added if payment in full is received 121+ days after the **Bill Date**

#### What forms of payment are accepted?

- Check or money order (preferred)
  - Make payable to **UMT Tax Collector**
  - Must bear authorized signature
  - Cannot be post-dated or stale (*dated 90+ days prior to receipt*)
  - Payment must be written for the **EXACT** amount due when it is **RECEIVED**, not when it is **SENT**
  - Numerical and written amounts on the payment must match
  - Separate checks must be written for each bill

**Recommended:** Write your bill number in the memo line and your phone number or email address at the top of your payment; this will ensure the payment is properly matched to your bill and allow us to contact you more quickly if there is an issue processing your payment

- Cash
  - Only accepted in-person during posted sitting hours
  - Must be in US dollars; please bring exact change
  - Change may be rounded **DOWN** to the next \$0.05

**PAYMENT MUST BE MADE USING CERTIFIED FUNDS IF RECEIVED ON OR AFTER DECEMBER 15<sup>TH</sup>**

## How do I deliver my payment to the Tax Collector?

- Drop Box
  - Accessible 24/7 and monitored by surveillance camera
  - Located inside the vestibule at the Municipal Building located at 8330 Schantz Road in Breinigsville
  - Include the payment and at least one copy of the bill inside a sealed envelope
  - **NO CASH ALLOWED** – our office assumes no liability for lost or misplaced cash
- Recommended:** If the payment deadline is approaching, inform our office that you are placing the payment in the drop box as it is not checked daily and the date received is when we have it in hand*
- First-Class mail or shipped via courier (FedEx, UPS, etc.)
  - Address the envelope/label exactly as is written in the contact information on page 1
  - Include the payment and at least one copy of the bill inside a sealed envelope
  - **NO CASH ALLOWED** – our office assumes no liability for lost or misplaced cash
- In-person during posted sitting hours
  - Bring payment and at least one copy of the bill
  - Currently there is no permanent office to visit; the administration of Upper Macungie Township provides a space for taxpayers to visit the Tax Collector during set hours at the Municipal Building located at 8330 Schantz Road in Breinigsville

## When can I meet with the Tax Collector?

- Planned sitting hours for 2026 are **Tuesdays & Thursdays from 8:30am to 3:00pm**
- Extended sitting hours will be added during the last two weeks of each bill period deadline and can be found on our office phone greeting and the township website - [www.UpperMac.org](http://www.UpperMac.org)
- Recommended:** Call, email, or visit the township website to verify sitting hours on the day you plan to meet as sitting hours are subject to cancellation or change due to unforeseeable circumstances*
- If you are unable to visit during posted sitting hours, contact our office to request an at a mutually agreed time and place or via video meeting

## How can I obtain a receipt for my tax payment or a copy of my lost bill?

- Digital Copy
  - Request by email or call our office
    - Document(s) will be returned by email as certified PDF attachment
- Physical Copy
  - Request by email, phone call, or first-class mail
    - Send/include a self-addressed & stamped envelope for return of your document(s)
  - Request in-person during sitting hours
    - Document(s) will be printed and handed to you

## I did not receive a bill, what should I do?

- By law, all property owners are responsible for the payment of their real estate taxes regardless of whether they receive a bill or expected an authorized agent to pay the bill on their behalf

**Recommended:** Set a reminder on your calendar and/or phone for April 15<sup>th</sup> and July 15<sup>th</sup> to repeat every year; if you have not received a bill by those dates, contact our office to request a copy

## When is my bill considered delinquent?

- By law, the Local Tax Collector is only granted authority to collect payments for a tax bill during the year in which the bill was issued; therefor all tax bills which have not been paid in full by December 31<sup>st</sup> are considered delinquent
- On January 1<sup>st</sup> all unpaid tax bills are transferred to the individual or agency appointed as Delinquent Tax Collector.
- **Portnoff Law Associates** is the agency which has been appointed by Upper Macungie Township and Parkland School District to collect delinquent real estate tax bills on their behalf; all inquiries as to balance & payment should be directed to their office at **(866) 211 – 9466** or **info@portnoffonline.com**

## Can I prepay my taxes before the bill is issued?

- No, any payment sent prior to a bill being issued will be returned to sender

## Can I view and pay my bill online?

- Currently there is no option to view or pay bills online
- If your financial institution offers Bill Pay, you can set up our office as a payee
- To be certain you do not miss a deadline for a billing period, ask your financial institution how long processing and mailing will take; be sure to include a buffer to allow for unexpected delays

## How do I change the name or mailing address on my bills?

- **Lehigh County Office of Assessment** maintains the official records of all property owners and communicates changes in taxpayer information to our office
- Visit the county's office or webpage to download their **Address Change form** and submit according to their instructions; you may also forward a copy to our office as the County may not update the master records before your next bill is issued
- For name changes, contact the Lehigh County Office of Assessment at **(610) 782 – 3038**

## What should I do if I suspect my bill is incorrect, already paid or was overpaid?

- First, contact our office and let us know the reason(s); if there is additional investigation we can do, we will let you know and provide a timeline for completion
- Regardless of whether a bill is obviously incorrect or not, you **MUST** pay it; when doing so include a letter indicating you are paying in protest and outline the reasons
- If the administration agrees with your determination, a refund for overpaid taxes will be issued

**DID WE MISS ANYTHING? LET US KNOW!**