



# BOROUGH OF TATAMY

## NORTHAMPTON COUNTY, PENNSYLVANIA

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### BOROUGH OFFICE

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### Resident Tax Guide: Payments & Receipts

This guide provides essential information for residents regarding tax payments and obtaining receipts for tax rebates.

#### How to Pay Your Taxes

- **No In-Person Payments:** Taxes cannot be dropped off at the Borough office.
- **Mail Your Check:** Please mail your tax payments to the following address:  
**Keystone Collections Group**  
**PO Box 505**  
**Irwin, PA 15642**
- **Pay Online:** You may also pay via the **Keystone Pay App** or at [pay.KeystoneCollects.com](http://pay.KeystoneCollects.com).

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#### How to Get Your Receipt (For Tax Rebates)

If you have paid by mail and need a receipt, please follow these steps. Note that online receipts are available for current real estate, occupation, per capita, and utility taxes.

##### Option 1: Online Download

1. Visit [pay.KeystoneCollects.com](http://pay.KeystoneCollects.com).
2. Enter your **Invoice Number**.
3. Click **Search**.
4. Select **Download Receipt**.
5. If you do not have your invoice number, use the **Invoice Look Up** feature on the website.

##### Option 2: Mobile App

- Download the **Keystone Pay App** to view your payment history and download receipts directly to your mobile device.

##### Option 3: Support for Residents

- The Borough office can act as a liaison for residents who need assistance obtaining a receipt.
- Staff can request an electronic receipt from Keystone and provide it to you.
- Please contact the Borough office directly to request this service.

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#### Important Reminders

- **Processing Time:** Please allow **3–5 business days** after your payment is made for the receipt to be processed and available for download.
- **Availability:** Your receipt will be available on the website or app only after your payment has been fully processed.
- **Records:** Always keep a copy of your invoice number to make looking up your records faster in the future.