**SCHOOL DISTRICT or**

**TOWNSHIP OF or**

**CITY OF or**

**BOROUGH OF**

August 31, 2010

Mr. John Q. Taxcollector

 President

Previous Tax Collection Company

123 Any Street

Doylestown, PA 18901

                        RE:       *Turnover of Earned Income and Local Services Tax Records*

Dear Mr. Taxcollector:

                Please be aware that this School District or Municipality, as a member of the Bucks Tax Collection Committee, has selected Keystone Collections Group to serve as the School District’s or Municipality’s exclusive earned income and local services tax collector (both current and delinquent) beginning January 1, 2011.  In that regard, I write to request that you release all of the information detailed below.  Kindly submit all data directly to Keystone Collections Group, 546 Wendel Road, Irwin, PA 15642, Attn: Thomas Butts, Director of Community Services via an easily readable electronic format along with system file layouts.

Current and Delinquent Earned Income Tax:

* Payment Information for the year 2010 and prior.
* Complete listing of all payment information including the social security number and federal identification numbers.
* All individuals and employers: all taxpayer payment information including payment by quarter and year, along with dates.
* All individuals and employers: please submit all delinquent tax names, addresses, social security numbers, identification numbers and taxing district, tax years paid and years not paid.
* All delinquent tax payments including date of payment, tax year, application of payment toward tax, penalty and interest along with applicable codes.
* All taxpayer final returns and employer yearly reconciliations indicating withholdings and remittance by quarter and year.
* All refunds and credits issued along with NSF check adjustments.
* Also please provide all records of any wage attachments, magisterial district court complaints or executions.
* All other pertinent information.

Current and Delinquent Local Services Tax

* Payment Information for the year 2010 and prior.
* All delinquent business accounts, including company name, owner name, billing address and federal identification numbers).
* Complete listing of all payment information including the social security number and federal identification numbers.
* All delinquent tax payments including date of payment, tax year, application of payment toward tax, penalty and interest along with applicable codes.
* All refunds and credits issued along with NSF check adjustments.
* All exemption requirements and applicable forms.
* Any other pertinent information.

Thank you in advance for your attention to this matter. If you have any questions about the information that is being requested, please contact Thomas Butts, Director of Community Services at Keystone Collections Group at (724) 978-0312.

                                                     Very truly yours,

 SCHOOL DISTRICT, or

 TOWNSHIP OF or

 CITY OF or

 BOROUGH OF

                                                     By:

 Your Name

 Title

YN/abc