

2023

# TAX OFFICE

## NEWSLETTER

### **Please read prior to paying your 2023 property taxes**

The 2023 property tax season for Mt. Lebanon Municipality and Mt. Lebanon School District begins June 1, 2023. In this letter, you will find tax payment instructions and helpful hints.

School district taxes may be paid in installments, at face, with half due by September 30, 2023, one-quarter due by December 31, 2023, and the remaining one quarter due by February 29, 2024. To be eligible for the installment plan, taxpayers must submit the first installment no later than September 30th, 2023. Penalties will be assessed on subsequent installments not paid by the installment due dates.

We must receive any outstanding balances for the 2023 tax year **no later than February 29, 2024** or the taxes will become delinquent and will be sent to Jordan Tax Service for collection.

### DUE DATES

Taxes due at  
Discount

JULY

31

2nd SD  
Install Due

DECEMBER

31

Taxes due at Face,  
1st SD Install due

SEPTEMBER

30

Final SD Install Due  
(next year)

FEBRUARY

29

## WAYS TO PAY

**NEW for 2023:** A secure payment drop box has been installed on Florida Avenue, behind the Municipal Building.

- **ONLINE:** Visit <https://mylebo.mtlebanon.org> or scan the QR code on your bill to pay your taxes securely via credit card or eCheck. You may also view historical payments. There are no fees for payments made via eCheck. Please see the **Payment Tips** section of this letter below for more information.
- **MAIL:** We require separate checks for municipal and school district taxes. Municipal checks should be made payable to Mt. Lebanon, PA, and school district checks should be made payable to Mt. Lebanon School District. Postmarks are honored as date received. If you combine the payment into one check, we will return it to you with the possible loss of discount or application of penalty. **DO NOT MAIL CASH.**
- **IN OFFICE:** You may pay your taxes in person in the Treasury Office located at 710 Washington Road, Ground Floor. We accept check, money order, or cash.

*When paying property taxes, the amounts paid must equal the exact amount of the periodic tax payment, whether it be at discount, face, penalty, or installment. Do not round payments. We will return incorrect payment amounts, with possible loss of discount or application of penalty.*

*Please make sure to include your payment coupon with the check/money order or cash payments and write your lot and block number on the physical check/money order.*

### Payment Mailing Address:

Mt. Lebanon Tax Office  
710 Washington Road, Ground Floor  
Pittsburgh, PA 15228



## DID YOU KNOW?

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- Mt. Lebanon uses the mailing addresses stored by Allegheny County when mailing tax notices and letters. Taxpayers can change their tax bill mailing address by accessing <https://www.alleghenycounty.us/real-estate/changing-addresses.aspx> or by calling **412-350-4100**. We receive updates from the county every week. If you pay off or refinance your mortgage, and your taxes are no longer being escrowed, your tax bill mailing address will not update automatically – you will need to contact the County to change it to ensure timely receipt of your tax notice.
- If you have questions about your property's tax assessment, contact the Allegheny County Assessment office by accessing <https://www.alleghenycounty.us/real-estate/assessment-appeals/index.aspx> or by calling **412-350-4636**. If you are appealing your assessment, you are still required by law to pay the amounts due on your tax notice by the established due dates. If your assessment is reduced, Mt. Lebanon will issue a refund once we are notified of the reduction.
- Owners who have suffered catastrophic damage to their properties due to a fire or other natural disaster may qualify for a reduction in their property assessment. Contact Allegheny County at **412-350-4636** or by accessing <https://www.alleghenycounty.us/real-estate/property-assessments/catastrophic-loss.aspx> for more information and for an application.
- The Mt. Lebanon Tax office cannot make changes to owner names on properties. The only way to change the information is by recording a new deed with the Allegheny County Department of Real Estate. If you need to change a misspelled name, call **Allegheny County Real Estate at 412-350-5024**.
- The Mt. Lebanon Tax office only collects current year property taxes. Questions about prior year/delinquent taxes should be directed to **Jordan Tax Service at (412) 835-5243**.
- Questions regarding Disabled Veterans exemptions can be directed to the **Allegheny County Veterans Office at 412-621-4357**.

## PAYMENT TIPS

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- ◆ Access <https://mylebo.mtlebanon.org/> to pay tax payments via credit card or eCheck. **Fees apply for credit card payments, eCheck payments are FREE.**
- ◆ When searching for your property in MyLebo:
  - To search by Lot & Block, enter the Lot & Block exactly as it shows on the tax bill, including leading zeros and dashes.
  - To search by address, simply enter the property number and property name without adding suffixes, such as Dr., Street, Ave., etc.
- ◆ ePayments, once processed, will be applied to your account within two business days and the effective date is the date the payment was processed. Please note that the payments will not automatically appear on the MyLebo website – they are imported on the 15th and the last day of each month. If you need verification of payments in the meantime, please call our office.
- ◆ Please note that the online payment portal does NOT allow for payment of school district installments at penalty. If you elect the installment plan and pay a second or third installment late at penalty, please call our office in advance for payment instructions.

Should you need further assistance after reading this notice, please call the phone number provided above or stop in and meet our tax office team. We are happy to serve you.

Sincerely,

**Joseph Senko**  
Tax Collector/Treasurer