



2024

TAX OFFICE

NEWSLETTER

Please read prior to paying your 2024 property taxes

The 2024 property tax season for Mt. Lebanon Municipality and Mt. Lebanon School District begins June 1, 2024. 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, 2024, one-quarter due by December 31, 2024, and the remaining one quarter due by February 28, 2025. To be eligible for the installment plan, taxpayers must submit the first installment no later than September 30th, 2024. Penalties will be assessed on subsequent installments not paid by the installment due dates.

We must receive any outstanding balances for the 2024 tax year **no later than February 28, 2025** or the taxes will become delinquent and will be sent to Jordan Tax Service for collection.

DUE DATES

Taxes due at
Discount



2nd SD
Install Due



Taxes due at Face,
1st SD Install due



Final SD Install Due
(next year)



WAYS TO PAY

- **ONLINE:** Visit <https://mtlebanonpa.igovservices.com> or scan the QR code on your bill to pay your taxes securely via credit card or eCheck. Fees apply for credit cards, **eChecks are free**. Please see the **Payment Tips** section of this letter below for more information.
- **MAIL:** All checks should be made payable to Mt. Lebanon, PA. Postmarks are honored as date received. Municipal and School District payments can be combined on the same check. **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.
- **DROP BOX:** Secure drop boxes located in lobby of 710 Washington Road and on Florida Avenue directly behind the Municipal Building (accessible 24 hours, seven days per week).

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?

- 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

- ◆ Access <https://mtlebanonpa.igovservices.com> 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 iGov Services:
 - Click on the "Search" drop down menu at the top of the screen and enter the PIDN as it shows on your bill.
 - Next, click on the blue link under "Property ID Number", then click "Actions", and "Make Payment."
 - You can elect to pay each tax type (School vs. Municipal) at different times, in accordance with tax laws.
- ◆ ePayments, once processed, will be applied to your account automatically and the effective date is the date the payment was processed. You can print a receipt directly from the same dashboard where you made the payment. You can also view current charges prior to paying, view past receipts, and also bills and charge history.
- ◆ **NOTE:** Effective in tax year 2024, we can no longer accept split payments. When paying either Municipal or School District Tax, each tax must be paid using the same payment method/type. Each tax must be paid in whole using a singular payment method and source.

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