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Subject: Schuylkill Options  
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Understanding the urgency surrounding the delays in EIT and LST collections, Berkheimer stands ready to assist the members of the TCC in any way that we can. Accordingly, we are offering a couple of scenarios to address the short and long term needs of the TCC.

**Option 1:** Appoint Berkheimer as the collector to replace Centax. This most efficient and straight-forward approach, and we are able to offer this full administration at a rate of 1.7% (full terms to be negotiated).

Upon appointment as the collector, Berkheimer will move to immediately acquire tax roll data from Central Tax Bureau. After successful load of this data, we will begin our transition notification and education program, consisting of Verification of Taxpayer Information forms and Employer Questionnaires being mailed to the taxpayers and employers on the tax rolls. These mailing will include notice of the collector change and the new ACT 32 requirements. Additionally, second quarter employer and individual returns will be sent ASAP, directing the incoming 2<sup>nd</sup> quarter work to our normal workflow process. Since we are so close to the end of the 2<sup>nd</sup> quarter, we expect that a portion of the quarterly returns will be sent to Centax. Berkheimer will pick up any mail and data CDs that are received by Central Tax Bureau on a weekly or bi-weekly basis, until the inbound volume is reduced to the point that it makes sense to put a forwarding order on their PO boxes. Starting in July, you should expect to see distributions closer to historical norms, adjusted for "transition variations".

Concurrent with preparing for 2<sup>nd</sup> quarter, Berkheimer will take possession of any "un-processed" 1st Qtr. returns and forms from Central Tax Bureau, and make best efforts to process these documents as quickly as possible. Additionally, we will take delivery of payment and other records from Central Tax Bureau, allowing us to conduct delinquent follow up, and honor claims.

Berkheimer will not be able to accept transfers of funds already deposited by Central Tax Bureau. Centax will be responsible to disburse any funds that they have in their bank accounts.

**Option 2:** Hire Berkheimer to perform collection services for 1<sup>st</sup> and 2<sup>nd</sup> Qtr. Berkheimer would be willing to take over processing functions for Central Tax Bureau for a limited time at a commission rate of 2.2%.

In this scenario, Berkheimer will move to immediately acquire tax roll data from Central Tax Bureau. After successful load of this data, second quarter employer and individual returns will be sent ASAP, directing the incoming 2<sup>nd</sup> quarter work to our normal workflow process. Berkheimer will pick up any mail or data CDs that are received by Central Tax Bureau on a weekly or bi-weekly basis, depending on volume. All work would be processed and disbursed as "client" money. However, in order to prevent additional taxpayer confusion, we would not

announce a collector change. Rather, we are simply processing any inbound funds that are sent to Centax.

Concurrent with preparing for 2<sup>nd</sup> quarter, Berkheimer will take possession of any "un-processed" 1st Qtr. returns and forms from Central Tax Bureau, and make best efforts to process these documents as quickly as possible.

Additionally, we would recommend that a link to the Berk-e, online portal be established on the Central Tax website, notifying Schuylkill TCC taxpayers to file on the Berkheimer site. All payment and tax roll data would be delivered to the appointed collector when finalized. That collector would be responsible for any delinquent follow up.

This option is inherently problematic and can cause confusion with employers, taxpayer, and other collectors.

Berkheimer will not be able to accept transfers of funds already deposited by Central Tax Bureau. Centax will be responsible to disburse any funds that they have in their bank accounts.

Further, Berkheimer stands by to offer tax collection services for other taxes such as Per Capita, Real Estate, Business Privilege, Utility, etc.

We look forward to the opportunity to serve you. Please let us know if you have any questions or concerns.