



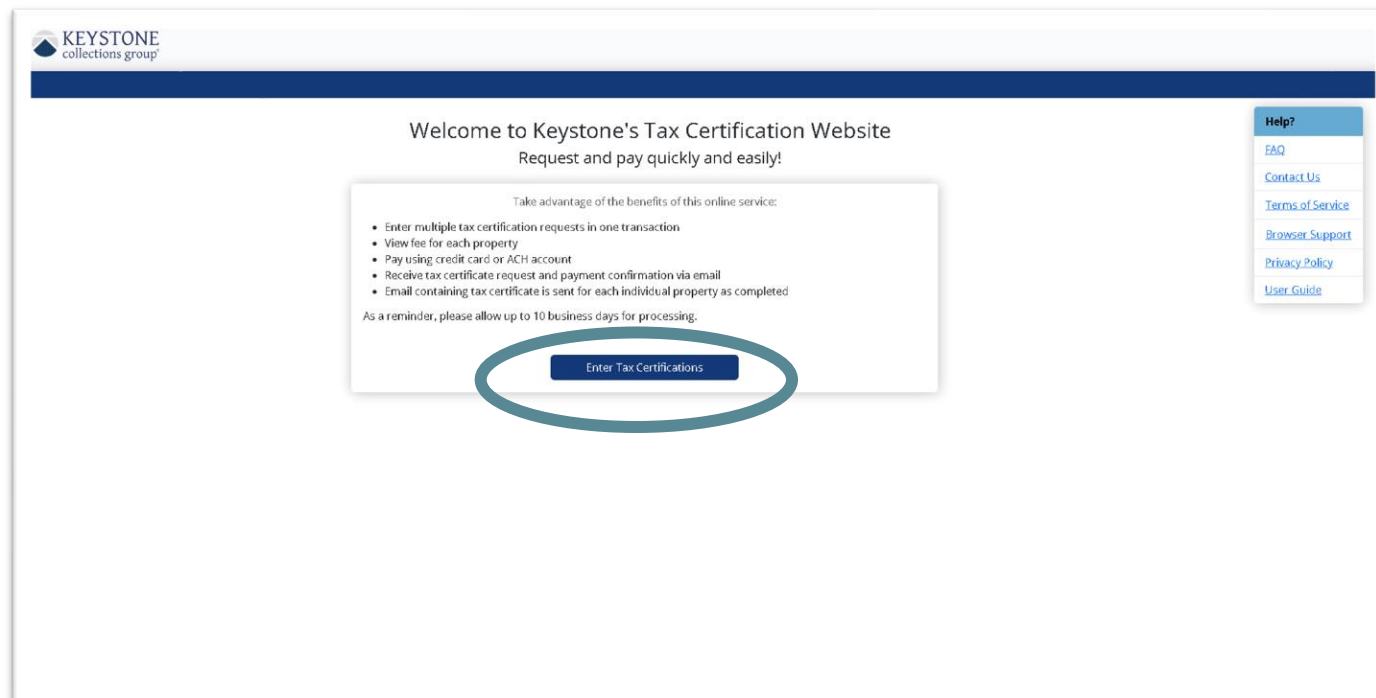
Tax Certification Request

taxcert.KeystoneCollects.com

This guide is designed to provide an overview of the Tax Certification Request process. Users can enter multiple tax certification requests in one transaction, view the fee for each requested property, pay one time using credit card or bank account, and receive a confirmation email containing the properties requested and payment information.

Tax Certification Dashboard

- Access **taxcert.KeystoneCollects.com**
- View the “Help?” section for answers to questions about Keystone and the Tax Certification site.
- Click “Enter Tax Certifications” to enter your tax certification requests.



Request Tax Certification

When searching for the property to obtain a tax certification:

- Enter Property ID* (with or without dashes).
 - Parcel Identifier (Parcel ID), Uniform Parcel Identifier (UPI), Geographic Information Systems (GIS), or Lot Block
- Enter Property Address - this is NOT mandatory.
 - First address line only
- Click “Search”.

Request Tax Certification

Property ID ?

Property Address ?

Search

* Required field

Choose Properties for Tax Certification

The search results will be displayed.

- Click on a specific row to select property.
 - The chosen property will highlight, and the Property ID will appear above the “Next” button.
- Click “Next” to view selected properties.

The screenshot shows the 'Request Tax Certification' interface. At the top, there's a progress bar with five steps: 'Add Requests' (active), 'Requester Info', 'Payment Info', 'Checkout', and 'Confirmation'. Below this, the 'Request Tax Certification' section has input fields for 'Property ID' and 'Property Address', both with green checkmarks. A 'Search' button is below these fields. A message states: 'Select a row to create a tax certification request. If the property you are looking for is not listed, click "Next" to manually enter data.' Below this is a table with columns: 'Property ID', 'Municipality', 'Owner', and 'Property Address'. The first row is highlighted in blue. At the bottom right, a text box says 'Property ID [redacted] selected.' with a green 'Next' button. A black arrow points from the 'Next' button in the instructions to this 'Next' button. Another black arrow points from the 'Next' button in the instructions to the highlighted row in the table.

Note: If no results meet the search criteria, message presented is “No data found for the searched property, Search for another or click “Next” to manually enter data.”

Enter Information about Property

Supporting information can be added using this screen.

- Information defaults from search/selection.
- Confirm information is correct.
- Enter additional fields needed for your records.
- Click “Add Request”.

Request Tax Certification

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Property ID [?]		Address 1	
County		Address 2	
School District		City	
Municipality		State	Pennsylvania
		Zip	
Current Owner		Closing Date	mm/dd/yyyy
	+ Add Another	Order/File# [?]	
		Additional Information	

Note: Once the municipality is determined, the fee is calculated. If Keystone is not the tax certification provider for the requested area, a message will prompt the user to verify the information.

Fee for certification:

[Add Request](#)

Request Summary

Displays requested tax certifications and provides additional action options.

Add Request - search for additional properties and request additional tax certifications. Returns user to the search screen.

Edit - update any information related to the property.

Delete - remove the property from the tax certification selections.

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Add Requests Requester Info Payment Info Checkout Confirmation

Request Summary

Property ID ▾	Address ▾	Owner ▾	Fee ▾
			\$25.00

1 Certification \$25.00

+ Add Another Certification

Edit Delete

Check Out

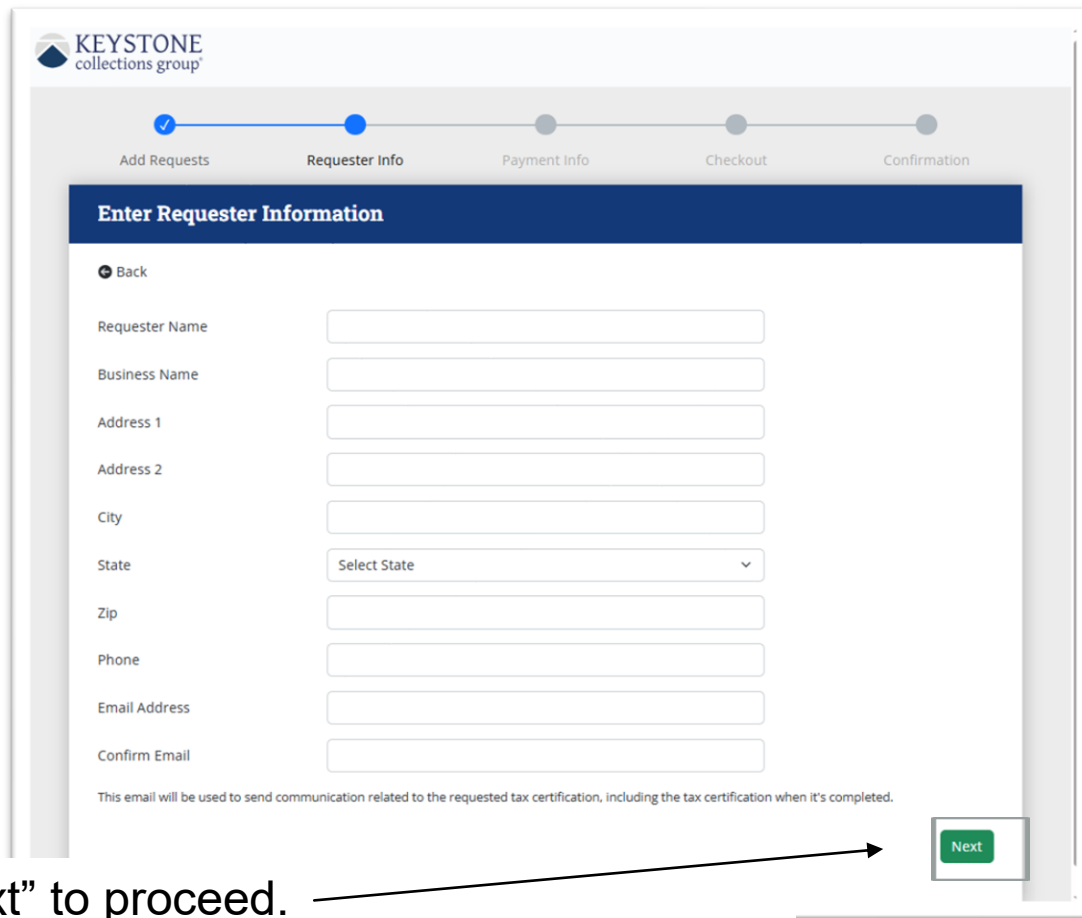
If you would like to add another tax certification request before you checkout and pay, click the "Add Another Certification" button at the top of the screen.

Total number of tax certifications requested and total fees are displayed.

Click Check Out to proceed.

Enter Requestor Information

Enter contact information for who should receive the tax certification and respond to questions about the request.



The screenshot shows a web form titled "Enter Requestor Information" from the "KEYSTONE collections group". At the top, a progress bar indicates five steps: "Add Requests" (completed with a blue checkmark), "Requester Info" (current step), "Payment Info", "Checkout", and "Confirmation". The form itself has a dark blue header with the title. Below the header is a "Back" button with a left arrow. The form contains several input fields: "Requester Name", "Business Name", "Address 1", "Address 2", "City", "State" (a dropdown menu currently showing "Select State"), "Zip", "Phone", "Email Address", and "Confirm Email". At the bottom of the form, there is a small line of text: "This email will be used to send communication related to the requested tax certification, including the tax certification when it's completed." A green "Next" button is located at the bottom right of the form. An arrow points from the text "Click 'Next' to proceed." to this button.

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Progress bar: Add Requests (✓), Requester Info, Payment Info, Checkout, Confirmation

Enter Requestor Information

Back

Requester Name

Business Name

Address 1

Address 2

City

State

Zip

Phone

Email Address

Confirm Email

This email will be used to send communication related to the requested tax certification, including the tax certification when it's completed.

Next

Click "Next" to proceed.

Enter Payment Information

- Summary of requested tax certifications and total fees is displayed.
- Select payment method from drop down menu:
 - Bank Account (ACH Debit)
 - Credit/Debit Card*
- Then click “Next”.

KEYSTONE collections group

Progress: Add Requests (✓) Requester Info (✓) **Payment Info** Checkout Confirmation

Enter Payment Information

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Item Description	Amount Due
2 Tax Certifications	\$200.00

Payment Type: Select an option

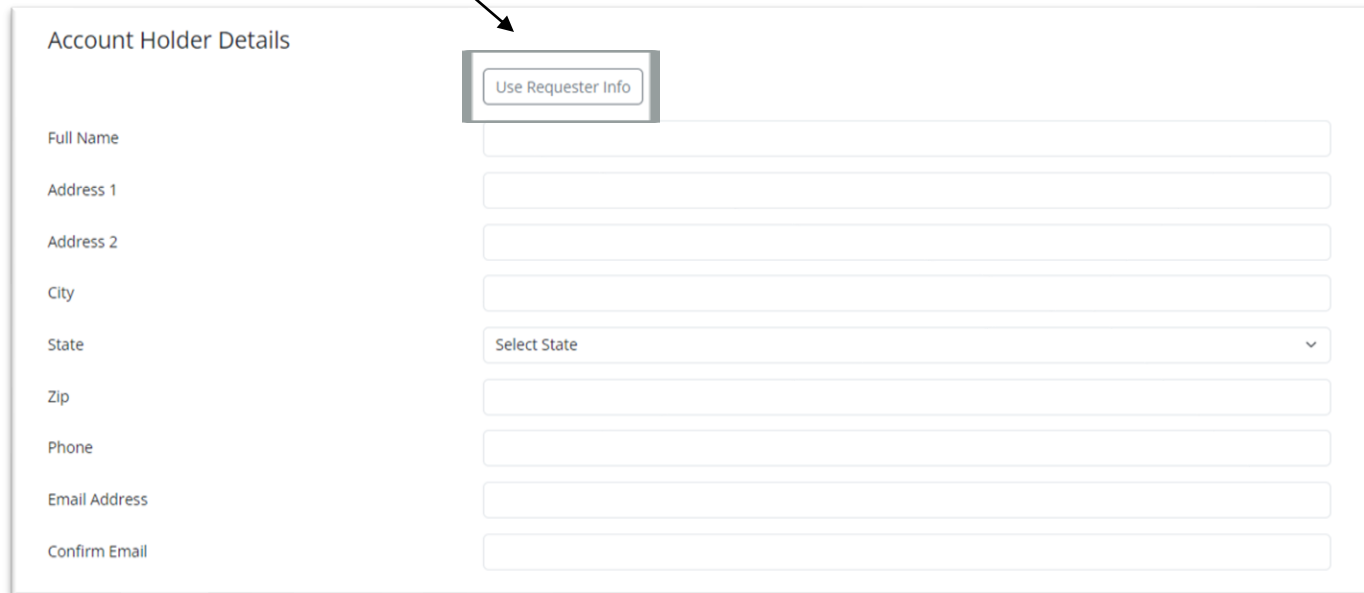
- Bank Account
- Credit/Debit Card

[Next](#)

*Note: A 2.5% credit/debit card service fee is assessed (\$0.50 minimum per transaction) for each card transaction other than ACH check payment.

Enter Payment Information

- Enter payment account holder details.
- Click “Use Requestor Info” to prepopulate this form with the requestor information.



The screenshot shows a form titled "Account Holder Details". At the top right of the form is a button labeled "Use Requestor Info", which is highlighted with a grey border. An arrow from the second bullet point in the list above points to this button. Below the button are several input fields for account holder information:

- Full Name
- Address 1
- Address 2
- City
- State (a dropdown menu currently showing "Select State")
- Zip
- Phone
- Email Address
- Confirm Email

Enter Payment Information

- Based on payment method selected, fields below will be presented for completion.
- Add required information, then click “Next”.

Bank Account Details

Bank Name

Account Type ☐ Checking ☐ Savings

Routing Number

Account Number

Confirm Account Number

Next

Credit/Debit Card Details

Card Type   

Card Number

Expiration /

Verification Number

Next

*Note: A 2.5% credit/debit card service fee is assessed (\$0.50 minimum per transaction) for each card transaction other than ACH check payment.

Review & Submit

Verify account holder details, payment information, requested tax certifications and total amount due.

Review & Submit

[Back](#)

Account Holder Details

Bank Account Details

Full Name:

Address:

Email:

Phone:

Bank Name:

Account Type:
Checking

Routing #:
XXXX0096

Account #:
XXXX1111

Property ID	Address	Owner	Amount Due
			\$80.00
Total:			\$80.00

Submit

Review & Submit

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Account Holder Details

Credit Card Details

Full Name:

Address:

Email:

Phone:

Card Type:
Visa

Expiration Date:
12 / 2027

Card Number:
XXXXXXXXXXXX1111

Property ID	Address	Owner	Amount Due
Credit Card Processing Fee			
Total:			

Submit

Click "Submit" to proceed.

Payment Confirmation

Displays confirmation number and verifies the request is submitted for processing.

Payment Confirmation

Thank you for submitting your tax certification requests to Keystone Collections Group.

Confirmation Number: K6623838

Your payment will be made on: 08/14/2024

You will receive an emailed payment receipt that includes your tax certification request details.

A representative will be reviewing your request and reach out with any additional questions.

Please note the processing time for a Tax Certification can take up to 10 business days.

[Return Home](#)

Summary email is sent to the requestor.

Keystone Collections Group Payment Confirmation

ACH Checking Payment Confirmation

Bank Name :
Routing Number
Account Numbe
Amount :
Name :
Street Address 1
City, State, Zip : I

You have authorized Keystone Collections Group to make this electronic debit from your bank account through the Automated Clearing House Network. Your bank account will be debited in the amount shown on 7/17/2024.

Confirmation Date : Confirmation Number :

Tax Cert
Request

Owner Name

Address

Fee

Payment Amount:

KEYSTONE COLLECTIONS GROUP

By using the Keystone Collections Group online payment system, the user acknowledges and agrees that tax returns and other tax reporting forms submitted by the user remain subject to review pursuant to the provisions of the Local Tax Enabling Act and other relevant law. Moreover, additional tax information and documentation may be required from user in conjunction with the review, return or tax invoice at a later time. User further acknowledges and agrees that the information communicated by Keystone Collections Group via its website relates to website functionality for general information purposes and does not constitute tax advice, either express or implied, and will not be relied upon as such. Keystone Collections Group does not provide tax or legal advice. Taxpayers, tax preparers and employers are encouraged to seek professional tax advice.