

# WASHINGTON COUNTY BOARD OF ELECTIONS

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## **TAX COLLECTOR FILING REQUIREMENTS**

Pennsylvania Act 48-2015 establishes additional requirements for individuals wishing to run for the office of tax collector and creates mandatory basic qualifications and continuing education requirements for all tax collectors.

Below are the requirements for running for the office of tax collector in Pennsylvania, effective January 1, 2017:

- You must be a resident of the municipality.
- You must have resided in the municipality for one (1) year before the election.
- **First time** tax collectors **must** include a copy of their criminal history record from the PA State Police with their nomination petition.
  - This report must be obtained within one (1) year of filing the petition.
  - PA website to request a criminal history background check:  
[www.pa.gov/services/psp/request-a-criminal-history-background-check.html](http://www.pa.gov/services/psp/request-a-criminal-history-background-check.html)
- **First time** tax collectors who have not been a resident of Pennsylvania for two years prior to filing, **must also** include a copy of their federal criminal history record with their nomination petition.
  - This report must be obtained within one (1) year of filing the petition.
- If you win the election, you **must** qualify for a bond before you can assume the duties of tax collector.
- All new tax collectors **must** complete the tax collector basic qualification class and examination before taking the Oath of Office.
  - After satisfactory completion of the class and examination, you will be considered a “qualified tax collector”.
- Tax collectors in office after January 1, 2017 are considered “qualified tax collectors”.
- Tax collectors must maintain their “qualified” status by completing two (2) hours of **mandatory** continuing education per four-year term.
  - These credits must be completed by the third year of your term.

For more information on these requirements:

- Pennsylvania State Tax Collectors Association website
  - [www.pstca.org](http://www.pstca.org)
- Pennsylvania Department of Community and Economic Development
  - [www.dced.pa.gov](http://www.dced.pa.gov)
- Contact the solicitor of your municipality.