



## Tax Payment Instructions

### Make Checks payable to “Millersville Borough”

#### By Mail

1. Please use the bill stub and envelope included with your bill. If no stub is available, mail to:  
Millersville Borough Office  
Tax Collections  
100 Municipal Drive  
Millersville, PA 17551
2. When taxes are paid by mail, the **U.S. postmark will be considered the date paid – no exceptions.** Letters mailed at some locations may not be postmarked until the following day, so please exercise caution when meeting this deadline.
3. If you pay by mail and a receipt is required, please include both portions of the tax bill with your payment and a self-addressed, stamped envelope; otherwise only one copy of the bill is required with payment.

#### In Person

1. Original bill stub or photocopy will be accepted at our office.
2. If a receipt is desired, please take the entire bill and request that the top portion be stamped as paid.
3. If a photocopy is required to either pay your bill or if you would like a photocopy of your bill there will be a charge of \$0.25 per copy.

#### Credit/Debit Cards

We currently do not accept Credit Cards or Debit Cards.