

KEYSTONE COLLECTIONS GROUP

COSTS OF COLLECTION TO BE IMPOSED AND ADDED
TO DELINQUENT TAX

TAXPAYER NOTIFICATION AND ADMINISTRATION

1)	Taxpayer late filing or underpayment notice.	\$10.00
2)	Employer late filing notice or underpayment penalty notice for quarterly or annual earned income tax or local services tax return. 10% of the tax, penalty and interest due-minimum charge \$50.00.	\$50.00
3)	Delinquent account servicing fee, including records imaging or other detailed recordkeeping, office staffing, computer equipment and software, office space, telephone, printing and imaging equipment, supplies and postage used to generate delinquent notices and to establish monthly payment plans – 10% of tax, penalty and interest due – minimum charge \$50.00.	\$50.00
4)	Partial payment fee – where payment received does not pay account in full.	\$3.00
5)	Fee for check returned from Bank (NSF, Acct. Closed, etc.).	\$29.00
6)	Notice of intent to file civil suit.	\$50.00

WAGE ATTACHMENT

1)	Taxpayer notice prior to wage attachment.	\$25.00
2)	Employer wage attachment notice.	\$25.00

LITIGATION

1)	Prepare Magisterial District Court complaint.	\$75.00
2)	Prepare for Magisterial District Court hearing.	\$100.00
3)	Attend Magisterial District Court trial or hearing.	\$150.00
4)	Attend Constable execution sale.	\$350.00
5)	Prepare Arbitration complaint/appeal.	\$150.00
6)	Attend Arbitration trial.	\$350.00
7)	Enter default judgment.	\$150.00
8)	Issue Sheriff Writ of Execution.	\$250.00
9)	Attend Sheriff sale.	\$250.00
10)	Non-litigation legal work.	\$70.00/hr
11)	Litigation legal work.	\$80.00/hr
12)	All other clerical work not itemized above.	\$50.00/hr