

TAX COLLECTOR REQUIREMENTS

Act 48-2015 establishes additional requirements for individuals running for the office of tax collector and creates mandatory basic qualification 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 (there may be additional or special requirements specific to certain municipalities).

- Individuals must be a resident of the municipality and have resided in the municipality for at least one year before the election.
- Individuals running for the office of tax collector, **for the first time**, must submit a criminal history record from the PA State Police (in accordance with 18 Pa.C.S. Ch.91) when filing their nomination petition with the Elections Office. This report must be obtained within 1 year of filing the petition. *This section does not apply to an individual filing a nomination petition for a second or subsequent term in the office of tax collector.*
- If an individual filing a nomination petition, **for the first time**, has not been a resident of Pennsylvania for the two years immediately preceding the filing of the petition, they must also submit a Federal criminal history record (obtained pursuant to 28 CFR Pt. 16, Subpt.C.) with the Elections Office. This report must be obtained within 1 year of filing the petition. *This section does not apply to an individual filing a nomination petition for a second or subsequent term in the office of tax collector.*
- An individual elected to the office of tax collector must qualify for a bond before they enter into the duties of the office.
- Effective January 1, 2017, tax collectors shall be known as “qualified tax collectors”.
 - Upon satisfactory completion of the tax collector basis training program and examination, an individual will be issued a “qualified tax collector” certificate and eligible to take office. The tax collector basic training program and examination must be completed before the oath of office for all new tax collectors.
- To be eligible to run for re-election in 2021, **all** tax collectors must maintain their “qualified tax collector” status by completing two (2) hours of MANDATORY continuing education, per term. These credits must be completed by the third year of the term.

For more information, visit the following web sites:

- Pennsylvania State Tax Collectors Association
 - www.pstca.org
- The Department of Community and Economic Development
 - dced.pa.gov
- The Pennsylvania State Police
 - www.psp.pa.gov/Pages/Criminal-History-Background-Check.aspx