



BUREAU OF IMAGINE & DOCUMENT MANAGEMENT
BANK RECONCILIATION SECTION
PO BOX 280400
HARRISBURG PA 17128-0400

RECORDER OF DEEDS
MONTHLY REPORT

INSTRUCTIONS ON REVERSE

COUNTY
COUNTY NUMBER
MONTH 20
NAME

POSTMARK DATE

BATCH NO. (BIDM)

(1) Deeds
(2) Mortgages
(3) Other Writs
(4) Total Taxable Instruments x 0.50 = \$
(5) Commissions (County Officers) x \$10 = \$
(6) Gross Tax Collections (Add Lines 4 and 5) \$
(7) Commission (Line 6 x 0.03) (-) \$
(8) Net Tax Collections \$
(9) Judicial Computer System (JCS)/Access to Justice (ATJ)/
Criminal Justice Enhancement Account (CJEA) Fees x \$35.50 = \$
(10) Total Net Collections (Add Lines 8 and 9) \$
BALANCE DUE FROM PRIOR REPORT FOR MONTH
BALANCE DUE AUDIT FROM TO
(11) Recorder of Deeds (Subtract) (-) \$
(12) Commonwealth (Add) + \$
(13) Recorder of Deeds (Subtract) (-) \$
(14) Commonwealth (Add) + \$
(15) Earned Interest for the Period From To \$
(16) Remittance \$

CERTIFICATION

I certify the information contained in this report is true and correct.

(RECORDER OF DEEDS SIGNATURE)

DO NOT WRITE BELOW THIS LINE

Table with 2 columns: OFFICIAL SETTLEMENT, AMOUNT DUE. Rows include Gross Tax Collections, Commission at 3 percent, Net Tax Collections, Judicial Computer System/Access to Justice/Criminal Justice Enhancement Account Fees, Total Net Collections, Earned Interest From To, Balance Due or Credit for Month of, Audit Settlement From To, Amount Due this Return, Remittance, BALANCE DUE () Recorder () Commonwealth.

DEPARTMENT OF REVENUE

OFFICE OF THE AUDITOR GENERAL

SETTLED AND DELIVERED

AUDITED AND APPROVED

FOR: SECRETARY OF REVENUE

FOR: AUDITOR GENERAL

INSTRUCTIONS

Lines 1-2: Report number for the month.

Line 9: (JCS/ATJ/CJEA) Fees. Report the total number of documents recorded on which the \$35.50 JCS/ATJ/CJEA Fee was collected.

The original signed copy must be postmarked to the PA Department of Revenue not later than the 10th calendar day of the following month. However, if the 10th of the month falls on a weekend or business holiday, the filing due date is extended to the next following business day.

Make check payable to the **PA DEPARTMENT OF REVENUE.**

The check and monthly report must be mailed to:

**PA Department of Revenue
Bureau of Imaging and Document Management (C. C.)
PO BOX 280407
Harrisburg PA 17128-0407**

Inquiries concerning the preparation of this report should be directed to the Bank Reconciliation Section at (717) 783-2333.