About Us
The Berks County Intermediate Unit (BCIU) is an educational service agency that helps children learn and schools excel. It provides leadership, resources, training, and services to the schools, families, and communities of Berks County and beyond. Services include alternative and special education, child care, curriculum and staff development, and many others, including pupil transportation, printing and duplicating, joint purchasing, and public relations.

BCIU’s Office of Innovation and Technology supports the core technology and operational requirements of the Berks County Intermediate Unit’s approximately 100 programs by ensuring that staff members and programs have the necessary access to information, applications, and supporting technology. In addition, the office is responsible to the broader community of technology users at our school district and municipal partners for providing support for applications, systems, and services integral to the daily operation of those organizations.

CENSUS
This module of eTaxTrax® provides the ability to manage resident and household information from birth to death while maintaining the data necessary for per capita tax bill generation for the 18 and over resident population.

Features include:
• Household information can be linked to property information in Real Estate by PIN number
• Household that are unoccupied can be managed as vacant until a new resident moves in
• Residents can be moved from one household to another within the same school district to eliminate redundant data entry
• Several standard reports are available, from household/resident information to preschool/student listings, including a standard enumeration mailer form that can be printed and distributed
• Students can be rolled over from grade to grade and school to school on an annual basis
• Bill history is maintained on the resident data screen
• Status codes can be used to define exemption status from school or municipal tax

PER CAPITA
This module of eTaxTrax® is used to manage resident and household information for residents over the age of 18 that are eligible to receive a tax bill.

Features include:
• Residents can be moved from one household to another within the same school district to eliminate redundant data entry
• Bill history is maintained on the resident data screen
• Status codes can be used to define exemption status from school or municipal tax
• Standard report listings of resident/household information

REAL ESTATE
This module of eTaxTrax® is used to manage property and owner information that becomes the source data for tax bill creation.

Features include:
• Property information can be maintained through data entry screens or mass uploaded through data files from an external source
• Property data includes identification of exempt properties along with eligibility for Act 1 relief and installment coupons
• Detailed specialty items, such as fire hydrant or street light taxes, can be maintained by individual property or across a municipality
• Exception or Interim property information can be managed throughout the year for bill generation
• Reporting capabilities offer several standard reports and a customizable data extract feature based on specific user criteria

Tax collections can be a complex process. We make it simple.
BULK MAIL PROCESSING

We can prepare your bills for bulk mailing and deliver them to the post office for mailing. After processing your bills through our CASS software, we can sort your bills into the necessary bundles and trays in accordance with postal regulations. The bills are then mailed out on our postal permit from the Reading Post Office. You can also use your own postal permit with our CASS software and prepare the bills for delivery at your site.

MISCELLANEOUS

This module of eTaxTrax® is used to manage individual municipal items such as garbage or water/sewer fees for bill generation.
Features include:
• Several items can be assigned to a property to be included in the bill
• Items can be managed by property or across the entire municipality
• Items can be based on a flat amount or a calculated value
• Individual bills can be created in between regular billing cycles

FAST FACTS

The Berks County Intermediate Unit has been providing a full complement of tax billing services to school districts and municipal offices both in and outside Berks County for more than 30 years. Our tax software team consists of tax support specialists, system analysts, and Web developers that bring a wealth of technical expertise and tax experience to the application design.

Each module includes:
• many standard reports, along with custom extract capabilities, that serve the needs of school districts and municipalities alike
• audit capabilities throughout the system to track user input and changes
• multi-tiered security allowing access to be controlled by individual menu option
• on-line help and support available by phone or e-mail
• audit capabilities throughout the system to track user input and changes

WEB-BASED
EASY TO USE
FULL CUSTOMER SERVICE

ONE STOP SHOP FOR YOUR TAX BILLING NEEDS

real estate + per capita bills
printing services + bulk mailing
lockbox file processing
credit card integration