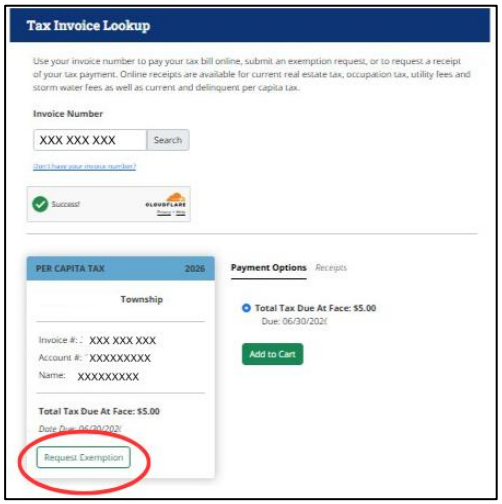
Per Capita and Occupation Tax Exemption Process

To submit an online per capita and/or occupation tax exemption request, follow the instructions below. Note: If you qualify for an exemption, you may be required to file an exemption request every year.

- Access Pay.KeystoneCollects.com
- Enter your invoice number and click “Search”
- If you do not have your invoice number, use the invoice lookup feature available.
  - Click “Don’t have your invoice number?” on the home screen
  - Follow the prompts

Once you enter your invoice number, the **Tax Invoice Lookup** screen will appear.

- Click on “Request Exemption”
- Acknowledge the pop-up message and proceed if appropriate



On the **Exemption Form** screen

- Review available exemptions
- Select the applicable option
- Provide the required information
  - Click “Next”

Note: available exemptions will vary based on your specific taxing authority.

A confirmation message will appear

- Certify your selected exemptions, then click “Next”

If you prefer to file an exemption via paper:

- Complete the reverse of your invoice and mail using the directions provided.
- Download an exemption form at KeystoneCollects.com/forms and remit via mail.

Need help? Visit KeystoneCollects.com for answers to frequently asked questions, or to contact us.

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