

INSTRUCTIONS

PETITION FOR APPEAL AND REFUND FORM

(Follow the instructions below for easy completion of your form)

Section A. Fill in all personal information.

Section B. Place a checkmark in the appropriate space to indicate if you are appealing the Occupation Tax only, Per Capita Tax only, or both the Per Capita and Occupation Tax. Continue filling out this section.

Section C. Only needs filled out if someone is representing you (*Attorney, etc.*)

Section D. (*Check appropriate line*)

Line 1 – If you desire a formal hearing.

Line 2 – If you do not desire a formal hearing in person.

Section E. Explain reason for request and add any other information you feel is necessary.

Examples: "I am no longer employed at (*company*) as of (*date*) and am not employed at any other business or self-employed."

"I am a full time student at (*name of school*).

Section F. Sign and print your Name, Title (*if any*) and Date.

If, after following these instructions, you still have questions, please feel free to call the Township Secretary, Helen Klinepeter, at 834-5281.

The information on this form is for your convenience. It is not an official statement of PA Act 50 (Act). If there is any conflict between the form and the Act, the Act will prevail.

