



REAL PROPERTY TAX CREDIT APPLICATION

105 Government Center Way
Pocono Pines, PA 18350
Phone: 570-646-1212
Fax: 570-646-9025
www.tobyhannatownship.gov

Applicant: _____ Phone: _____

Mailing Address: _____

Tax Map ID No.: _____ (Found on tax bill)

This application is a claim for a 20% tax credit on qualified real property tax liability for the Township's real estate tax levy in reference to the Volunteer Service Credit Program. If the tax is paid in the penalty period, the tax credit shall only apply to the base tax year liability.

INCLUDED WITH THIS APPLICATION SHALL BE THE FOLLOWING:

1. A true and correct receipt from the Township Real Estate Tax Collector of the paid Township real property taxes for the year of filing.
2. Tax Credit Certificate signed by Fire Chief and Township Secretary.
3. Photo identification (e.g., driver's license).
4. Additional proof that you own the property and it is your main residence (this only applies if address on photo identification does not match receipt from tax collector and/or if applicant's name is not listed as an owner on the receipt from the tax collector).

By signing this application, I certify that all facts set forth within the application and all accompanying documentation are true and correct. This application is being made by me to induce official action on the part of Tobyhanna Township. I understand that any false statements made herein are subject to the penalties of 18Pa. C.S. 4904 relating to unsworn falsification to authorities.

Print Name: _____

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE—FOR TOWNSHIP USE ONLY

Date Application Received: _____ Municipality Tax Paid : \$ _____

20% Refund : \$ _____ *If tax is paid in penalty period, the tax credit applies to base only.

Receipt from Tax Collector: _____ Tax Credit Certificate: _____

Photo Identification: _____ Additional Documentation: _____

Approved: _____ Denied: _____ Date: _____ Township Secretary: _____

Reason for Denial: _____

Per Resolution 2019-014, this Taxpayers Bill of Rights “shall henceforth be forwarded to any volunteer service credit program for real property tax taxpayer when the Township Treasurer communicates with the taxpayer regarding the volunteer service credit program for real property tax.”

DISCLOSURE STATEMENT OF LOCAL TAXPAYERS’ BILL OF RIGHTS

It is the obligation of all taxpayers in Tobyhanna Township to file all local tax returns and pay all local taxes to which they are subject. The Township has adopted a Volunteer Service Credit Program in relation to real property taxes. However, when the Township Secretary, as the duly appointed Township official, determines that an individual’s application to participate in the Volunteer Service Credit Program for real property tax, the Secretary and the Township have certain rights granted by law that set forth how they may enforce a taxpayer’s obligations. The Commonwealth of Pennsylvania now has a Local Taxpayer’s Bill of Rights that provides rights to local taxpayers, and creates obligations for the Secretary and Tobyhanna Township, so that equity and fairness govern the administration and collection of local taxes.

TAXPAYERS’ RIGHTS AND THE OBLIGATION OF THE SECRETARY AND TOBYHANNA TOWNSHIP WHEN HIS OR HER APPLICATION TO PARTICIPATE IN THE VOLUNTEER SERVICE CREDIT PROGRAM REGARDING TOWNSHIP REAL PROPERTY TAX

When rejecting an individual’s application to participate in the Volunteer Service Credit Program, the rights of a taxpayer and the obligations of the Secretary and Tobyhanna Township are as follows:

- The Secretary shall prepare a written explanation of the basis for the decision to reject the application.
- The Secretary shall explain the taxpayer’s right to appeal the denial of the application.
- A taxpayer has the right to be represented. Notice of representation must be in writing, signed by the taxpayer and must contain a statement allowing the named representative to view and discuss confidential information.
- All information gathered by the Secretary as a result of the application and any resulting investigation or verification shall be kept strictly confidential by the Secretary and Tobyhanna Township.

TAXPAYER APPEAL RIGHTS

Any taxpayer who disagrees with the denial of his or her application to participate in the Volunteer Service Credit Program regarding Township real property tax may petition the Tobyhanna Township Board of Supervisors for a hearing in Executive Session. To obtain a hearing, the taxpayer must:

- (1). Obtain a petition form from the Secretary;
- (2). Fill out and complete the petition;
- (3). Sign and date the petition; and,
- (4). Timely file a complete and accurate petition with the Tobyhanna Township Board of

Supervisors. A separate petition must be filed for each tax year.

The Tobyhanna Township Board of Supervisors shall review the case in Executive Session as provided by the taxpayer and shall issue a ruling within 60 days of the date the petition is received. Failure of the Board of Supervisors to issue a ruling within the 60 day time period will result in the petition being deemed approved. If the taxpayer is not satisfied with the decision of the Tobyhanna Township Board of Supervisors, the taxpayer may subsequently submit an appeal to the Court vested with jurisdiction of local tax appeals by or pursuant to Title 42 Pa. Cons. Stat. A petition is timely filed if it is postmarked by the United States Postal Service on or before the final day on which the petition is required to be filed. Petitions seeking to overturn a denial of an application to participate in the Volunteer Service Credit Program regarding the Township real property tax shall be filed within 30 days of the date of the denial notice. Petitions should be mailed to: Tobyhanna Township Board of Supervisors, 105 Government Center Way, Pocono Pines PA 18350.

TAXPAYER COMPLAINTS

If a taxpayer has a complaint about an action a Tobyhanna Township representative has taken, the taxpayer may contact the Tobyhanna Township Manager in writing, at the following address: Tobyhanna Township Manager, 105 Government Center Way, Pocono Pines PA 18350. The Tobyhanna Township Manager shall contact the appropriate Township personnel in an attempt to facilitate a resolution to the complaint.