

**East Penn School District  
Property Tax Rebate Program Instructions**

**QUESTION AND ANSWER GUIDANCE**

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**Q. Who can file a property tax rebate claim?**

- A. The Property Tax Rebate for 2023 is based on the school district property taxes paid during the 2023-2024 school year (i.e., between July 1 and December 31, 2023).

To file a Property Tax Rebate:

You must have owned and occupied a residence within the East Penn School District during the 2023-2024 school year.

You or your spouse must have been at least 65 years old as of December 31, 2023, or

You were a widow or widower during all or part of 2023 and must have been 50 years or older as of December 31, 2023, or

You were permanently disabled during all or part of 2023, 18 years or older during 2023, and were unable to work because of a medically determined physical or mental disability.

Your total calendar year 2023 household income, including your spouse's income, must have been \$35,000 or less. NOTE: Fifty percent (50%) of social security/railroad retirement income shall be excluded in determining income limits.

You or someone on your behalf must have paid in full the school district taxes on the residence for 2023-2024. The payment must have been made on or before December 31, 2023.

Only one member of each household may file a claim even if more than one person is qualified to receive a rebate.

**Q. Can I file a claim form for someone who has recently died?**

- A. You may file a claim for an eligible claimant who died after December 31, 2023; however, you may not file a claim if the claimant died during calendar year 2023. The law governing the Property Tax Rebate Program requires that a claimant must have lived for all of 2023 in order to receive a rebate.

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**Q. What do I attach to my form to claim a property tax rebate?**

A. You must attach the following three (3) items to your claim form:

1. **2023-2024** East Penn School District Property Tax bill – **PAID-IN-FULL RECEIPT**

- a. The original bill stamped paid by the tax collector –or–
- b. An alternate receipt from the tax collector showing the taxes were paid –or–
- c. A copy of the tax bill along with a copy of your cancelled check (front and back)

2. PA STATE FORM PA-1000 for year ending **2023**

- a. A copy of the completed and signed form that was submitted to the State
- b. A copy of the electronic application submitted to the State

3. PA STATE Rebate Check dated July 2024 or later

- a. A copy of your state rebate check received from the PA Department of Revenue
- b. If your rebate was received as a direct deposit to your bank account you may submit a copy of your bank statement showing the direct deposit.
- c. A copy of your rebate payment confirmation printed from the PA Department of Revenue website

**B. What should I do if I did not make a copy of my State Rebate check or my rebate was direct deposited into my bank account?**

A. If your rebate was received as a direct deposit to your bank account you may submit a copy of your bank statement showing the direct deposit or you may submit a copy of your rebate payment confirmation printed from the PA Department of Revenue website.

**Q. If I did not make a copy of my State Rebate check, can I submit a copy of my bank statement showing the amount I deposited into my bank account?**

A. No. If you received a State Rebate check you must submit a copy of your state rebate check received from the PA Department of Revenue or you may submit a copy of your rebate payment confirmation printed from the PA Department of Revenue website.

**Q. Where can I obtain a copy of my PA Department of Revenue rebate payment confirmation?**

A. Visit the PA Department of Revenue website at <https://www.revenue.pa.gov> and click on Property Tax/Rent Rebate Status. Choose 2023 from the dropdown menu and enter your birthdate and social security number. Click the blue “Search” box. Your rebate confirmation will populate. This page may be printed to serve as your payment confirmation.

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**Q. What is the total amount I can be eligible to receive as a rebate?**

- A. The total amount that you may be eligible to receive as a rebate is \$650. The school district rebate is based on school district property taxes only. The amount of the State and School rebates cannot exceed the 2023-2024 school real estate tax bill. If this happens, the school rebate will be reduced to equal but not exceed the school real estate tax bill.

**Q. If I am eligible, how do I obtain my tax rebate?**

- A. All eligible taxpayers must file an East Penn School District Property Tax Rebate Application PTR-1000 for 2023 with the District and include a signed copy of the PA-1000 for 2023, a copy of your State rebate check, and a copy of a receipted 2023-2024 school tax bill paid-in-full. The East Penn School District Property Tax Rebate Application PTR-1000 must be signed and dated and sent in by the appropriate deadline to be eligible to receive a rebate.

NOTE: You must be approved by the State for their rebate before you can be eligible to receive the School District's rebate.

**Q. When do I file my East Penn School District Property Tax Rebate Application PTR-1000? Is there a deadline?**

- A. The East Penn School District Property Tax Rebate Application PTR-1000 for 2023 must be filed between July 1, 2024 and May 30, 2025. No East Penn School District Property Tax Rebate Applications PTR-1000 for 2023 will be accepted AFTER May 30, 2025.

**Q. Where do I send my East Penn School District Property Tax Rebate Application PTR-1000?**

- A. East Penn School District Property Tax Rebate Application PTR-1000 and supporting documents should be mailed to the following address:

East Penn School District  
Attn: Property Tax Rebate Program  
800 Pine Street  
Emmaus, PA 18049

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**Q. Are there penalties for fraudulent claims to obtain a tax rebate?**

A. In any case in which a Tax Rebate Claim form (PTR-1000) is excessive and was filed with fraudulent intent, the claim shall be disallowed in full and a penalty of twenty-five per cent (25%) of the entire amount claimed shall be imposed. The penalty and the amount of the disallowed claim, if the claim has already been paid, shall bear interest at the rate of one-half (1/2) of one-percent (1%) per month from the date of the claim until repaid. The claimant and any person who assisted in the preparation and or filling of a fraudulent claim shall be guilty of a misdemeanor, and upon conviction thereof, shall be sentenced to pay a fine not exceeding one thousand dollars (\$1,000), or undergo imprisonment not exceeding one year, or both. A claim shall be disallowed if the claimant received title to the residence primarily for the purpose of receiving a property tax rebate claim.

**Q. If I have any questions, is there someone I can contact?**

A. If you have any questions, please call the East Penn School District Business Office at (610) 966-8300, Monday through Friday, 8:00AM to 3:00PM.

**Q. Where can I obtain assistance completing the East Penn School District Property Tax Rebate Application PTR-1000?**

A. State Representatives Offices will assist in completing the PTR-1000 application.

**Q. Where can I get an East Penn School District Property Tax Rebate Application PTR-1000?**

A. Application forms can be obtained in the following ways:

East Penn School District Business Office located in the Administration Building, 800 Pine Street, Emmaus. Phone (610) 966-8300.

District website (Business Office section): [www.eastpennsd.org](http://www.eastpennsd.org)

From the office of your State Representative:

Hon. Ryan Mackenzie  
Lower Macungie Twp Building  
3402 Brookside Road  
Macungie, PA 18062  
Phone: 610-965-9933

Hon. Peter Schweyer  
1501 Lehigh Street  
Suite 206  
Allentown, PA 18103  
Phone: 610-791-6270

Hon. Milou Mackenzie  
1425 Mountain Drive North  
Bethlehem, PA 18015  
Phone: 610-965-5830