

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

**INSTRUCTIONS**

Applications for the East Penn School District Property Tax Rebate Program 2025-2026 Filing Year (for 2024 taxes) must be filed between July 1, 2025 and May 29, 2026.

To be considered for the East Penn School District (EPSD) Property Tax Rebate (PTR) Program, the following documents must be provided:

- 1. East Penn School District PTR-1000, 2025-2026 Filing Year (for 2024 taxes)**
  - a. Parts 1, 2, and 3 must be completed in legible handwriting or typewritten
  - b. Part 4 must be signed and dated by the claimant
- 2. 2024-2025 East Penn School District Property Tax bill – PAID-IN-FULL RECEIPT**
  - a. The original tax 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)
- 3. PA STATE FORM PA-1000 for year ending 2024**
  - a. A copy of the completed and signed form that was submitted to the State -or-
  - b. A copy of the electronic application submitted to the State
- 4. PA STATE Rebate received July 2025 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

**FILING LOCATION AND QUESTIONS**

Completed forms should be delivered to:

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

Questions can be directed to:

East Penn SD Business Office  
Call: 610-966-8300  
Monday through Friday  
8:00 am to 3:00 pm

**PENALTY FOR FRAUDULENT CLAIMS**

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 filing 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.

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**QUESTION AND ANSWER GUIDANCE**

**Page 1**

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

- A. The Property Tax Rebate 2025-2026 Filing Year (for 2024 taxes) is based on the school district property taxes paid during the 2024-2025 school year (between July 1 and December 31, 2024).

To file a Property Tax Rebate:

You must have owned and occupied a residence within the East Penn School District during the 2024-2025 school year.

You or your spouse must have been at least 65 years old as of December 31, 2024, or

You were a widow or widower during all or part of 2024 and must have been 50 years or older as of December 31, 2024, or

You were permanently disabled during all or part of 2024, 18 years or older during 2024, and were unable to work because of a medically determined physical or mental disability.

Your total calendar year 2024 household income, including your spouse's income, must have been \$46,520 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 2024-2025. The payment must have been made on or before December 31, 2024.

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, 2024; however, you may not file a claim if the claimant died during calendar year 2024. The law governing the Property Tax Rebate Program requires that a claimant must have lived for all of 2024 in order to receive a rebate.

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**QUESTION AND ANSWER GUIDANCE**

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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. 2024-2025 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 2024**

- 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 2025 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 via direct deposit, you may submit either a copy of your bank statement showing the deposit or a printed payment confirmation from the PA Department of Revenue's website. A deposit amount alone is not sufficient unless the source is clearly shown as the PA Department of Revenue.

**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 [www.revenue.pa.gov](http://www.revenue.pa.gov) and click on Property Tax/Rent Rebate Status. Choose 2024 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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**QUESTION AND ANSWER GUIDANCE**

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

- A. The school district rebate may be up to \$1,000, based on your income and the amount of school district property taxes you paid. The total combined amount of your state and school rebates cannot exceed your 2024–2025 East Penn School District property tax bill. If it does, the school district rebate will be reduced accordingly so that the combined rebate does not exceed the total taxes paid.

**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 with the District and include a signed copy of the PA-1000 for 2024, a copy of your state rebate check, and a copy of a receipted 2024-2025 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 must be filed between July 1, 2025 and May 29, 2026. East Penn School District Property Tax Rebate Applications, PTR-1000, 2025-2026 Filing Year (for 2024 taxes) will not be accepted AFTER May 29, 2026.

**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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**QUESTION AND ANSWER GUIDANCE**

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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 filing 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. Gary Day  
Lower Macungie Twp Building  
3402 Brookside Road  
Macungie, PA 18062  
Phone: 610-965-9933

Hon. Peter Schweyer  
2132 South 12th Street  
Suite 306  
Allentown, PA 18103  
Phone: 610-791-6270

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