

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

INSTRUCTIONS

Applications for the East Penn School District Property Tax Rebate Program 2026-2027 Filing Year (for 2025 taxes) must be filed between July 1, 2026 and May 28, 2027.

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, 2026-2027 Filing Year (for 2025 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. 2025-2026 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 2025**
 - 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 2026 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 2026-2027 Filing Year (for 2025 taxes) is based on the school district property taxes paid during the 2025-2026 school year (between July 1 and December 31, 2025).

To file a Property Tax Rebate:

You must have owned and occupied a residence within the East Penn School District during the 2025-2026 school year.

You or your spouse must have been at least 65 years old as of December 31, 2025, or

You were a widow or widower during all or part of 2025 and must have been 50 years or older as of December 31, 2025, or

You were permanently disabled during all or part of 2025, 18 years or older during 2025, and were unable to work because of a medically determined physical or mental disability.

Your total calendar year 2025 household income, including your spouse's income, must have been \$48,110 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 2025-2026. The payment must have been made on or before December 31, 2025.

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, 2025; however, you may not file a claim if the claimant died during calendar year 2025. The law governing the Property Tax Rebate Program requires that a claimant must have lived for all of 2025 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. 2025-2026 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 2025

- 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 2026 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

Q. 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 and click on Property Tax/Rent Rebate Status. Choose 2025 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 2025–2026 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 2025, a copy of your state rebate check, and a copy of a receipted 2025-2026 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, 2026 and May 28, 2027. East Penn School District Property Tax Rebate Applications, PTR-1000, 2026-2027 Filing Year (for 2025 taxes) will not be accepted AFTER May 28, 2027.

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 may offer assistance with 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

From the office of your State Representative:

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

Hon. Peter G. 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