

TYPE OF FILER

Applicants of the Property Tax/Rent Rebate program must fall under one of the following four categories in order to qualify:

- A. Age 65 or older as of December 31st of claim year
- B. Spouse age 65, who lived with claimant (encourage to file under the individual who is 65 or older as primary claimant)
- C. Widow or widower during all or part of claim year and were 50 or older as of December 31st of claim year; or
- D. Permanently and totally (100%) disabled during all or part of the year, and
 - age 18 or older during all or part of claim year;
 - unable to work because of medically determined physical or mental disability; and
 - disability is expected to continue indefinitely.

Receipt of Supplemental Security Income (SSI) payments, are eligible for a rebate if they meet all other requirements.

ELIGIBLE INCOME LEVELS

A claimant who meets any of the category requirements needs to also meet income eligibility requirements. Below are the income brackets based on whether the claimant is a property owner or renter and the maximum rebate amount for that income level.

PROPERTY OWNERS	
INCOME	MAX REBATE
\$0 - \$8000	\$ 650
\$8,001 - \$15,000	\$ 500
\$15,001 - \$18,000	\$ 300
\$18,001 - \$35,000	\$ 250
RENTERS	
INCOME	MAX REBATE
\$0 - \$8000	\$ 650
\$8,001 - \$15,000	\$ 500

PTRR CALENDAR OF EVENTS

- **January** – claimants may start filling out applications
- **April** - Posting/Processing begins. Automated calls to notify claimants' applications were received.
- **June** - Automated calls to notify applications were approved. 6/30 is deadline (beginning of June the Governor decides whether to extend until 12/31)
- **July 1st** - is the first day PA Treasury will make rebates available via direct deposits or checks
- **December 31st** - extension filing due date
(if miss deadline, may not file)

PAPER FILING

Any person who filed a Property Tax/Rent Rebate claim for the previous tax year will automatically receive a PTRR Booklet in the mail from Department of Revenue. This mailing also includes an

address label that will help speed up the processing of their claim. *(But, only use the label if all the information is still correct.)* When you are speaking to a claimant, please remind them to bring the booklet they received, if they are looking for help completing forms, etc.

If a claimant does not have a copy of the PTRR Booklet, please use the forms on our website at revenue.pa.gov. They are in a fillable PDF format that are easy for our equipment to scan, which will help speed up processing.

PTRR FORMS GUIDE

[PA-1000](#) – PTRR claim form

[PA-1000 RC](#) – Rent Certificate and Rental Occupancy Affidavit

[PA-1000 Schedule A](#) – Used if claimant owned more than one home during the claim year

[PA-1000 Schedule B/D/E](#)

B – Used if claimant was a widow or widower age 50 to 64 and remarried during the claim year

D - Used when renter receives cash public assistance

E - Used when part of the homestead was for purposes other than residence such as an in-home business

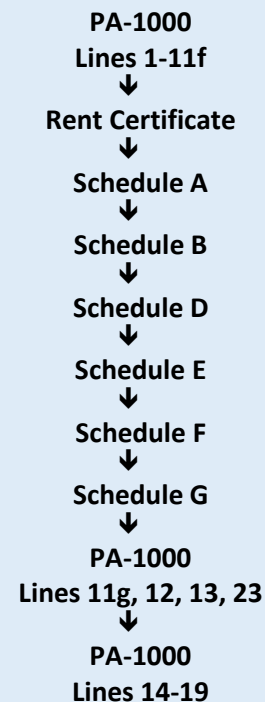
[PA-1000 Schedule F/G](#)

F – Used to prorate taxes or rent when more than one eligible person is on the deed or lease

G – Used to annualize income of deceased claimants

[PA-1000 PS](#) – Physician's Statement of Permanent and Total Disability

ORDER OF FORMS COMPLETION FOR DETERMINING PTRR REBATE



ELECTRONIC FILING

We strongly encourage Pennsylvanians to visit mypath.pa.gov to file their Property Tax/Rent Rebate Program applications. Applicants will be asked to provide specific information on their income and rent/ property taxes. Applicants should check the Property Tax/Rent Rebate Program instruction booklet to learn which information they will need to input/upload to complete the process.

Using the electronic filing option offers many benefits, including:

- Fast processing and direct deposit options
- The “*Where’s My Rebate?*” system to track the status of a claim online
- Error-reducing automatic calculators
- Security features to ensure your sensitive information is safe
- User-friendly features that are not available when filing a paper application

WHAT ADDITIONAL INFORMATION IS NEEDED?

If you are unsure of what additional information to include, use your checklist which will tell you what type of proof documentation may be needed depending on the type of income is being reported.

If the claimant is a first-time filer, some common items that will need included are:

- Proof of age
- Proof of widow/widower – proof of age in addition to death certificate
- Proof of disability and proof of age for 1st time filer

REMINDER: Do not send originals of supporting documentation as they cannot be returned.

I RECEIVED A NOTICE

If it is determined that additional information is needed, the department will send a request for information notice to the claimant. Responses to these letters can now be submitted **electronically** on myPATH to get the information back to us sooner. Once the information has been sent, a confirmation number will be provided to the claimant.

If claimants are unable to submit electronically, they may still fax or email the responses to us using the following information.

- Fax Number: 717-787-1834
- Email: RA-RVBITPTRRFAX@pa.gov

Documents submitted electronically or via email must be converted to the following formats to be able to be uploaded:
PDF, jpeg, jpg, png, gif, tiff, rtf

NOTE: The Letter ID from off the notice from the department is needed for any type of correspondence submission.

CHECKING THE REBATE STATUS

Claimants can check the status of their claim online or over the phone. They will need the primary claimant’s SSN, date of birth and claim year when checking the status.

Online:

mypath.pa.gov > *Where’s My PA Property Tax/Rent Rebate?*

Automated phone#:

1-888-PATAXES (728-2937)

Available 24 hours a day 7 days a week

NOTE: If they input incorrect information, it will lock them out for 24 hours, advise them to try again the following day

CHECK THE STATUS OF A SUBMISSION

If a claimant wants to check on a submission, they can now do so online. After successfully submitting their application on myPATH, a confirmation email will be sent with a confirmation code.

Claimants will need to go to **Find A Submission** under the **Submissions Tile** and enter in the email used and the confirmation code received.

This feature allows claimants to confirm that an application has been successfully submitted. Claimants can delete the submission within 24 hours or print a copy of the application from the **Find a Submission** option.

If a claimant calls either the Customer Experience Center or automated phoneline, we will not be able to provide a status on a submission until it is posted in our system.

SUPPLEMENTAL REBATES (KICKERS)

Supplemental rebates are automatically calculated for property owners with \$30,000 or less in income that live in:

- Philadelphia, Scranton, or Pittsburgh
- Taxes are 15% or more of total income

Income	Standard Rebate	Supplement (Kicker)	Total Max Rebate
\$0-\$8,000	\$650	\$325	\$975
\$8,001-\$15,000	\$500	\$250	\$750
\$15,001-\$18,000	\$300	\$150	\$450
\$18,001-\$30,000	\$250	\$125	\$375

PTRR RESOURCES

- Revenue Web Site revenue.pa.gov
- PTRR Check List
- [Online Customer Service Center \(FAQ’s\)](#)
- [PA-1000 Instructions](#) (or other forms/instructions online)
- [Property Tax/Rent Rebate Preparation Guide](#) (DFO-3)
- Customer Experience Center: 717-787-8201
 - Monday – Friday, 8 A.M. to 5 P.M.