

PTRR Proof Document Checklist

First Time Filer:

Were you	u or your spouse 65 years or older on December 31 of the application year?	Υ	N
\Box If y	yes, you must submit proof of age (see table below for acceptable proof of age)		
Were you	u a widow/widower and 50-64 years old by December 31 of the application year?	Υ	N
\Box If y	yes, you must submit proof of age (see table below for acceptable proof of age)		
□ If y	yes, you must submit a copy of your spouse's death certificate		
Were you	u permanently disabled and 18-64 years old by December 31 of the application year?	Υ	N
□ If y	yes, you must submit proof of age (see table below for acceptable proof of age)		
\Box If y	yes, you must submit proof of permanent disability (see table below for acceptable proof of disability)		
*If	f you were denied Social Security disability, you do not qualify under the permanently disabled category		
NOTE:	If you selected "No" for all three of the above questions, you are not eligible for a rebate.		
Are your	completing an application for Property Tax/Rent Rebate due a decedent?	Υ	N
□ If y	yes, you must submit a completed DEX-41		

NOTE: To determine if a deceased individual is eligible for a rebate, the application must also include an annualized income amount in the calculation of total household income. See Schedule G, specifically the instructions for Line 11g, for information on the calculation of annualized income to be included in household income.

A copy of the death certificate must also be included with the application.

Acceptable Proof of Age:

- Birth Certificate
- Blue Cross or Blue Shield 65 Special Card
- Church Baptismal Record
- Driver's License of PA Identification Card
- Hospital Birth Record
- Naturalization/Immigration Paper (if age shown)
- Military Discharge Paper (if age shown)
- Medicare Card
- PACE/PACENET Card
- Passport

Acceptable Proof of Permanent Disability:

- For Social Security disability, SSI permanent and total disability, Railroad Retirement permanent and total disability, or Black Lung disability, provide a copy of your award letter.
- For Veterans Administration disability, provide a letter from the Veterans Administration stating that you are 100 percent disabled.
- For Federal Civil Service disability, provide a letter from Civil Service stating that you are 100 percent disabled.
- If you do not qualify under any of the disability programs mentioned above, did not apply for Social Security benefits, or do not have a letter from the Veterans Administration or Civil Service Administration, you must submit a Physician's Statement of Permanent Disability (PA-1000 PS), enclosed in the PA-1000 booklet. The form must describe your disability as permanent, and your physician must sign the statement to certify that the information is true and accurate to the best of his/her knowledge and belief.



PTRR Proof Document Checklist

Rebate Type:

Were you a property owner the entire application year?		N
☐ If yes, you must submit proof of real estate taxes paid (see table below for acceptable proof of taxes paid).		
Were you a renter the entire application year?		N
☐ If yes, you must submit PA-1000 Schedule RC (see table below for acceptable proof of rent paid).		
Were you an owner/renter during the application year?		N
☐ If yes, you must submit proof of both real estate taxes and a completed PA-1000 Schedule RC.		

NOTE: If you selected "No" for all three of the previous questions, you are not eligible for a rebate.

Acceptable Proof of Rent Paid:

A renter must submit a fully completed PA-1000 RC, Rent Certificate, filled out by the landlord(s), for each place they rented during the year. The landlord or their authorized agent should complete Lines 1 through 8 and complete the Landlord's Oath.

If the renter cannot get their landlord complete the Landlord's Oath, a completed PA Rent Certificate along with the notarized Occupancy Affidavit must be included.

Alternatively, they can submit a completed PA Rent Certificate along with copies of their rent receipts for each period in which they paid the rent. However, the receipts must include the landlord or agent's signature, the full amount of rent paid, the applicant's name, and the complete address of the rental property. Rent receipts will not be accepted on their own.

Acceptable Proof of Taxes Paid:

- If you cannot provide a receipted copy of your property tax bill, the department will accept a copy of the tax bill, along with a copy of both sides of the cancelled check used to pay your taxes.
- If your name does not appear on the tax bills, proof of ownership must be submitted. Examples include a copy of the deed, trust, will or decree of distribution.
- If the address is not on the receipted bill or mortgage statement, you must also submit a letter from your tax collector or mortgage company verifying your home address.
- If there are multiple owners listed on the tax bills (other than the spouse or minor child). You will need to complete a PA-1000 Schedule F.

IMPORTANT: Required documents must submitted with the application. If you are filing electronically myPATH will accept the following file types: pdf, jpeg, jpg, png, gif, and tiff. If your documents are not able to be electronically uploaded, you will have to file a paper application.



File online with ease-Scan here to learn how!



PTRR Proof Document Checklist

For your convenience, the following questions pertaining to income are organized in the order that the income should be reported on the PA-1000 application.

Did you receive any of the following income during the application year?

Socia	al Security, SSI, and/or SSP	Υ	N	
	If yes and you are using a PA address, you are not required to submit proof of this income			
	If yes and you are not using a PA address, you must submit a copy of your SSA-1099			
Railr	oad Retirement Tier 1 Benefits	Υ	N	
	If yes, you must submit a copy of your RRB-1099			
Pens	sion, an Annuity, or an IRA Distribution	Υ	N	
	If yes, you must submit a copy of your 1099-R			
Railr	oad Retirement Tier 2 benefits	Υ	N	
	If yes, you must submit a copy of your RRB-1099			
Inter	rest income	Υ	N	
	If yes, you must submit a copy of your 1099-INT or a copy of your PA-40			
Divid	dend income	Υ	N	
	If yes, you must submit a copy of your 1099-DIV or a copy of your PA-40			
Gain	(or a Loss) on the Sale or Exchange of Property	Υ	N	
	If yes, you must submit a copy of your PA-40 Schedule D or a copy of your RK-1			
Inco	me (or a Loss) from Rent, Royalty, Patents, or Copyrights	Υ	N	
	If yes, you must submit a copy of your PA-40 Schedule E or a copy of your RK-1			
Inco	me (or a Loss) from Business or Farming	Υ	N	
	If yes, you must submit a copy of your PA-40 Schedule C, PA-40 Schedule F, or a copy of your RK-1			
Wag	es, salaries, bonuses, and/or commissions	Υ	N	
	If yes, you must submit a copy of your W-2 or a copy of your PA-40			
Inco	me from an Estate or Trust	Υ	N	
	If yes, you must submit a copy of your RK-1 or a copy of your PA-40 and Schedule J	-		
Gam	bling/Lottery winnings (including PA Lottery winnings, prize winnings, and the value of other prizes)	Υ	N	
	If yes, you must submit a copy of your W-2G, Win/Loss statement, PA-40 or other statements verifying the	•		
	income/cash value of the income received			
Inhe	ritance, alimony, and/or spousal support	Υ	N	
	If yes, you must submit proof of the income received			
Cash	Public Assistance during the entire application year?	Υ	N	
	If yes, you are not eligible to claim a rebate			
Cash	Public Assistance during part of the application year?	Υ	N	
	If yes, you must submit copies of your Department of Human Services cash assistance statements			
Uner	mployment compensation	Υ	N	
	If yes, you must submit a copy of your UC-1099-G			
Wor	kers' compensation	Υ	N	
	If yes, you must submit proof of the income received			
Insu	rance Benefits - Loss of Time, Disability, and/or Life (may exclude the first \$5,000 of death benefit payments)	Υ	N	
	If yes, you must submit proof of the income received			
Benefit Payments from the Federal Civil Service Retirement System that are included in your eligibility income? Y N				
	If yes, you must submit a copy of your 1099-R and you should report the amount listed in the PA-1000			
	instruction booklet.			

IMPORTANT: If the customer does not have supporting documentation to verify income received, an explanation should be submitted with the application.