

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 application year
- B. Spouse age 65, who lived with applicant (encourage to file under the individual who is 65 or older as primary applicant)
- C. Widow or widower during all or part of application year and were 50 or older as of December 31st of application 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 application 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

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

ELIGIBILITY TABLE	
INCOME	MAX REBATE
\$0 - \$8000	\$ 1,000
\$8,001 - \$15,000	\$ 770
\$15,001 - \$18,000	\$ 460
\$18,001 - \$45,000	\$ 380

PTRR CALENDAR OF EVENTS

- **January** – applicants may start filling out applications
- **April** - Posting/Processing begins. Automated calls to notify applicants that applications were received.
- **June** - Automated calls to notify applicants that 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

IMPORTANT: If deadline is missed, application will not be accepted.

PAPER FILING

Any person who filed a Property Tax/Rent Rebate application for the previous tax year and was approved 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 application (*Only use the label if all the information is still correct*). When you are speaking to an applicant, please remind them to bring the booklet they received, if they are looking for help completing forms, etc.

If an applicant 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 application form

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

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

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

B – Used if applicant was a widow or widower age 50 to 64 and remarried during the application 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 applicants

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

[DEX-41](#) – Application for Property Tax/Rent Rebate due the Decedent

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.

For assistance filing electronically, watch our Revenue 411 video (<https://www.youtube.com/watch?v=3p-UnjCNpXM>).

IMPORTANT: 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 application 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 applicant 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 applicant. We encourage that information in response to these notices be submitted electronically via myPATH.

Applicants will need to go to **Respond to a Letter** under the **Additional Services panel** and enter the letter ID and their social security number. This is the fastest and most efficient way to interact with the department. Once the information has been submitted, a confirmation number will be provided to the applicant. If applicants 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

CHECKING THE REBATE STATUS

Applicants can check the status of their application online or over the phone. They will need the primary applicant’s SSN, date of birth and application 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 an applicant 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.

Applicants will need to go to **Find A Submission** under the **Additional Services panel** and enter in the email used and the confirmation code received. This feature allows applicants to confirm that an application has been successfully submitted. Applicants can delete the submission within 24 hours or print a copy of the application from the **Find a Submission** option.

If an applicant 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.

NOTE: The Find a Submission option cannot be used to check the status of a response to a notice submitted through the Respond to a Letter feature.

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	\$1,000	\$500	\$1,500
\$8,001-\$15,000	\$770	\$385	\$1,155
\$15,001-\$18,000	\$460	\$230	\$690
\$18,001-\$30,000	\$380	\$190	\$570

PTRR RESOURCES

- Department of Revenue Website 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: 888-222-9190
- Monday – Friday, 8 A.M. to 5 P.M.