

CLAIM FOR EXEMPTION

CITY OF SCRANTON PAYROLL PREPARATION TAX

If you feel you are not required to file a City of Scranton Payroll Preparation Tax return, please check the appropriate reason below indicating why a tax return was not submitted, include any supporting evidence, and submit this form to the PO Box listed below or email to eBPT@goberk.com.

____ Business is closed (please indicate date business ceased) _____

____ Business moved out of City of Scranton (please indicate current Municipality and date moved)

____ Previously paid and submitted a return (please submit a clear copy of the front and back of cancelled check and all documents submitted)

____ Business is a nonprofit with no payroll expense attributable to business activity for which a tax may be imposed pursuant to Section 511 of the Internal Revenue Code.

____ Business is a rental property used for investment purposes (please submit an IRS Schedule E)

____ Other (please explain in full detail)

(if additional space is required, please provide on separate sheet and attach)

Business Name: _____ Account #: _____

Name of Submitter (please print) _____

Signature of Submitter: _____ Title: _____

Contact Information for submitter: Phone #: _____ Email: _____

A written response will be provided within 30 days of submission of the application.

Mail form to: BERKHEIMER

PPT – CLAIM FOR EXEMPTION CITY OF SCRANTON

PO BOX 20087

LEHIGH VALLEY, PA 18002-0087

You are entitled to receive a written explanation of your rights with regard to the audit, appeal, enforcement, refund and collection of local taxes by calling Berkheimer at 610-599-3140, during the hours of 9:00 a.m. through 4:00 p.m., Monday through Friday. Or, you can visit our website at: www.hab-inc.com or contact us by e-mail at BPT@hab-inc.com. If Berkheimer is not the appointed tax hearing officer for your taxing district, you must contact your taxing district about the proper procedures and forms necessary to file an appeal.