

## **SCRANTON SINGLE TAX OFFICE EXTENSION NOTICE**

**This Notice explains certain rights you have with respect to the request for information. You should read this Notice carefully, as your rights may expire if you do not follow the instructions within prescribed time periods.**

Under Pennsylvania law, we are required to allow you thirty (30) calendar days to respond to our request for information. This thirty (30) day period is measured from our date of mailing the request for information. You must respond by either providing the Auditor who sent you the Notice the requested information, or requesting an extension of time in which to provide the information that we have requested. If you need an extension of time, please send a written request, specifying the reasons for the extension and the facts supporting those reasons to:

Tax Administrator  
Single Tax Office  
100 The Mall at Steamtown, Unit 216  
Scranton, PA 18503

A reasonable extension of time will be granted for good cause. Absent extraordinary circumstances, we grant no longer than a thirty (30) day extension of time. The Tax Administrator will notify you in writing of whether an extension of time has been granted. If the request is granted, the Tax Administrator also will inform you of the amount of the time extension. If your request for an extension of time is denied the Tax Administrator will inform you of the basis for the denial and that you must provide the requested information immediately.

Also, you are entitled to receive a Disclosure Statement that sets forth a written explanation of your rights with regard to the assessment, audit, determination, review, appeal, enforcement, refund and collection of Local Taxes by calling the Scranton Single Tax Office at (570) 963-6756 during the hours of 8:30 AM through 4:30 PM on any weekday other than a Holiday.