



# pennsylvania

OFFICE OF OPEN RECORDS

## STANDARD RIGHT-TO-KNOW REQUEST FORM

**DATE REQUESTED:** April 11, 2017

**REQUEST SUBMITTED BY:** E-MAIL  U.S. MAIL  FAX  IN-PERSON

**NAME OF REQUESTOR:** Trisha Frassetto  
Signature Information Solutions, LLC  
sisdatagroup@signatureinfo.com

**STREET ADDRESS:** P.O. Box 8488

**CITY/STATE/COUNTY (Required):** Trenton/ NJ/ Mercer 08650-0488

**TELEPHONE (Optional):** Toll free 800-432-8384 ext 57055/ Fax 866-698-6986

**RECORDS REQUESTED:** FOR DETAILED MONTHLY TAX COLLECTOR STATEMENT  
*\*Provide as much specific detail as possible so the agency can identify the information.*

Please accept this letter as our request for a copy of the detailed real estate tax collector's monthly report to taxing district submitted to the County pursuant to 72 P.S. §5511.25 for the month(s) listed below for the current 2017 tax year. This is the Department of Community and Economic Development (DCED) report, as stated in the Tax Collector's Manual:

*"The monthly statement must list all taxes collected for the taxing district for the reporting period. This report must list the names of taxpayers and amount collected from each, including discounts and penalties and must carry a total of all taxes collected with discounts and penalties for the reporting period."*

**Agency Type:** County

**Month(s):** March

**For the following Municipalities in the County:**

Ashley Boro  
Avoca Boro  
Bear Creek Twp  
Bear Creek Cillage Boro  
Black Creek Village Boro  
Black Creek Twp  
Buck Twp  
Butler Twp  
Conyngham Boro  
Conyngham Twp  
Courtdale Boro

Dallas Boro  
Dalls Twp  
Dennison Twp  
Dorrance Twp  
Dupont Boro  
Duryea Boro  
Edwardsville Boro  
Exeter Boro  
Exeter Twp  
Fairmount Twp  
Fairview Twp  
Forty Fort Boro  
Foster Twp  
Franklin Twp  
Freeland Boro  
Hanover Twp  
Harveys Lake Boro  
Hazle Twp  
Hazleton City  
Hollenback Twp  
Hughestown Boro  
Hunlock Twp  
Huntington Twp  
Jackson Twp  
Jeddo Boro  
Jenkins Twp  
Kingston Boro  
Kingston Twp  
Laflin Boro  
Lake Twp  
Larksville Boro  
Laurel Run Boro  
Lehman Twp  
Luzerne Boro  
Nanticoke City  
Nescopeck Boro  
Nescopeck Twp  
New Columbus Boro  
Newport Twp  
Nuangola Boro  
Penn Lake Park Boro  
Pittston City  
Pittston Twp  
Plains Twp  
Plymouth Boro  
Plymouth Twp  
Pringle Boro  
Rice Twp  
Ross Twp  
Salem Twp  
Shickshinny Boro  
Solcum Twp

Sugar Notch Boro  
Sugarloaf Twp  
Swoyersville Boro  
Union Twp  
Warrior Run Boro  
West Hazleton Boro  
West Pittston Boro  
West Wyoming Boro  
White Haven Boro  
Wilkes Barre City  
Wilkes Barre Twp  
Wright Twp  
Wyoming Boro  
Yatesville Boro

We will accept this financial record in whatever format (electronic or paper) it is provided to you. In an effort to 'Go Green' we do prefer the information electronically.

Please provide the requested information within 5 days of receipt of this request.

**DO YOU WANT COPIES? YES**

**DO YOU WANT TO INSPECT THE RECORDS? NO**

**DO YOU WANT CERTIFIED COPIES OF RECORDS? NO**

---

**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.)  
Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*