



**pennsylvania**  
OFFICE OF OPEN RECORDS

**STANDARD RIGHT-TO-KNOW REQUEST FORM**

DATE REQUESTED: 04/27/2017

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

REQUEST SUBMITTED TO (Agency name & address): Luzerne County - Tax Refunds / Vendor Refunds  
Office of Law 200 North River Street Wilkes-Barre, PA 18711

NAME OF REQUESTER : SEGMENT RETURNS LLC / JEFFREY FALBO

STREET ADDRESS: P.O. BOX 40054

CITY/STATE/COUNTY/ZIP(Required): ARLINGTON, VA 22204 FAX: (571) 431-6356

TELEPHONE (Optional): (571) 344-8857 EMAIL (optional): INFO@SEGMENTRETURNSLLC.COM

**RECORDS REQUESTED:** *\*Provide as much specific detail as possible so the agency can identify the information. Please use additional sheets if necessary*

1. Accountings of uncashed checks issued that remain outstanding for six months or more that are still claimable by the payee. Please include the payee, check number, date, amount, and if possible, the last known address. If possible, please only include checks that are greater than \$999.99.
2. If available, an accounting of unclaimed funds that may still be claimed. Please include the payee, date, amount, and if possible, the last known address. If possible, please only include unclaimed funds that are greater than \$999.99.

DO YOU WANT COPIES?  YES or NO -----> If possible, please email copies to INFO@SEGMENTRETURNSLLC.COM  
DO YOU WANT TO INSPECT THE RECORDS? YES or  NO  
DO YOU WANT CERTIFIED COPIES OF RECORDS? YES or  NO

**\*\* PLEASE NOTE: RETAIN A COPY OF THIS REQUEST FOR YOUR FILES \*\***  
**\*\* IT IS A REQUIRED DOCUMENT IF YOU WOULD NEED TO FILE AN APPEAL \*\***

***FOR AGENCY USE ONLY***

**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5) BUSINESS 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.)*