pennsylvania

OFFICE OF OPEN RECORDS

RECEIVED

JUN 02 2011

STANDARD RIGHT-TO-KNOW REQUEST FORM

DATE REQUESTED: 5/31/11

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

NAME OF REQUESTOR: Trisha Frasetto
Signature Information Solutions, LLC

STREET ADDRESS:

CITY/STATE/COUNTY (Required):

TELEPHONE (Optional):

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 tax collector's monthly report to taxing district submitted to the township pursuant to 72 P.S. §5511.25 for the months of March and April of the current 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."

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 by June 9, 2011

DO YOU WANT COPIES? YES [X]

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.)*