

**ST. MARYS AREA SCHOOL DISTRICT
OCCUPATION ASSESSMENT/PER CAPITA**

TO BE ADDED TO OCCUPATION TAX ROLLS

NAME _____ (SS# _____ / _____ / _____)
Please Print

ADDRESS: _____

CITY: _____ ZIP: _____

I hereby request to be added to the Occupation Assessment/Per Capita Tax Rolls.

Give a general description of what your job duties are: _____

Additional sheets can be attached if needed.

Name of your current employer: _____

Average number of hours you work per week: _____.

I declare, under penalty by law, that the above information is true and accurate.

Signature

_____/_____/_____
Date

RETURN THIS FORM TO: Assessment Board
C/O St. Marys Area School District
977 South St. Marys Rd.
Saint Marys, PA 15857
(814) 834-7831

PLEASE NOTE: You should also notify the county of your occupation status.

PLEASE NOTE THE FOLLOWING COMMENTS

- A: All occupation assessments are the decision of the assessment board. If you feel your assessment is incorrect you need to provide documentation that would validate your claim for change. A statement from your employer describing your job duties is probably the best documentation. The school district maintains their own assessment rolls and all changes must be directed to the St. Marys Area School Assessment Board for it to be valid.
- B: There is a penalty of \$5,000.00 if you or your employer falsify your job description.
- C: **Your occupation assessment is based on your job description and the level of skill required to complete that description.**
- D: **To be classified as retired** you must be drawing social security and or pension. Persons taking what is called early retirement and drawing a pension and have no other source of income will be considered unemployed unknown. If you start another job in addition to the pension you will be classified at the assessment of the job description you are doing.
- E: **Part time work** means that you are receiving earned income but only average 20 hours weekly or less. Self-employed cannot claim part time status.
- F: **A student classification** applies to those persons who are full time college students at a college or university. Those attending community college or night classes in short term studies and working less than 20 hours per week will be assessed as part time. Persons doing graduate studies and working full time will be classified as their job description applies.
- G: **If you get laid off** and are trying to find another job or expect to get re-called to your present job you should wait at least six months before requesting a change of occupation.
- H: In addition to **notifying the school assessment board** of any changes to your occupation status you should **also notify the county assessment office** of any changes.
- I: To be considered for exemption from the Occupation Per Capita Tax, your earned income from the previous year had to have been \$5,000.00 or less. You must sign the **Request for Exemption** on the back of your bill and bring it into the St Marys Tax Service's office for verification.
- I: If you have any questions you can contact the school business office.