

**CANTON AREA SCHOOL DISTRICT
REQUEST TO CHANGE OCCUPATION ASSESSMENT
FOR TAX YEAR _____**

DUE BY AUGUST 31

FILL OUT AND RETURN TO THE SCHOOL BUSINESS OFFICE AT 509 E. MAIN ST. CANTON, PA. 17724

Only one person per form – see reverse side for school policy

The school district policy on occupational assessment changes is copied on the reverse side of this application. You can request your occupation be changed if it is inaccurate (up or down) under the guidelines listed below. Your request will be acted upon by the school board at the next board meeting after this is received by the district. You will be notified.

Any change by the school board is for the current tax year only. You must contact your local assessor or the county assessment office to make a permanent change of your occupation category.

All county assessment offices place values on occupations. However, each county has a different system. The law requires the school district to equalize values in the three counties by converting to the county having the lowest value system. Therefore, all occupations are converted to Bradford County's value system because it is the lowest value system.

NAME: _____ **BORO:** _____ **TOWNSHIP:** _____

STREET: _____

CITY: _____ **STATE:** PA **ZIP:** _____

HOME PHONE: _____ **WORK PHONE:** _____

OCCUPATION CLASS ON TAX BILL: I II III IV (circle one)

REQUEST CLASS BE CHANGED TO: I II III IV (circle one)

A. I was employed between January 1 and June 30 of this calendar year: YES NO

IF YES, COMPLETE B OR C BELOW

B. If you only had one occupation between January 1 and June 30 of this calendar:

Job Title: _____

Employer Name: _____

Employer Address: _____

Employer Phone: _____

C. If you had more than one job between January 1 and June 30 of this calendar year:

	List Job Titles	Employer	Phone	% of time in Job
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Applicant's signature certifies the information is correct to the best of his knowledge.

SIGNATURE

DATE

BOARD MEETING DATE ACTED UPON: _____

DECISION: Approve/Disapprove

BOARD POLICY -- #605

Occupational Assessment Adjustments

The policy of the district is to grant an occupational assessment adjustment for the current tax year where the resident has earnings from an income-producing occupation of less than the specified amount, or where a resident has a change in occupational status which occurs on or before July 1 of the current tax year with earnings of less than the specified amount for that tax year.

Residents that have had a change in their occupational status should notify their assessor in writing as soon as that change occurs. If the change is not corrected for the next year, the residents will have to file the request for the occupational adjustment until it is corrected by their assessor.

Exemptions and changes to occupation are not effective unless approved by the school board at one of their meetings. The tax collector must be shown proof of exemption request. The tax collector shall list the exemptions request and reason on their monthly exoneration request form. The occupation change request form must be submitted with monthly tax collection reports also.

Occupation classes are:

- I = **Unemployed.** Any person who is not actively engaged in an occupation or calling.
Examples: Student, housewife, disabled person, military personnel, retired.
- II = **Unskilled Labor.** Any person having an occupation that requires no particular skill or education.
Examples: Farm helper, delivery person, bank teller, mailperson, laborer, secretary, clerk, receptionist, aide, cook, waitress, meat cutter, babysitter.
- III = **Skilled Labor and Professional I.** Any person who has an occupation which requires a special skill, license, or requires a baccalaureate degree or other highly specialized trainings.
Examples: Elected official, any licensed person (barber, nurse, car salesman, school bus driver, dental hygienist, pilot, etc.), supervisor, bank officer, business owner, farm owner, accountant, school teachers, sheriff, police, forester, pharmacist, school principal, etc.
- IV = **Professional.** Any occupation that requires education above a baccalaureate degree or other highly specialized training.
Examples: Doctor, lawyer, principal with doctorate, judge, CPA, school superintendent, dentist, professor, veterinarian, architect, etc.