



**pennsylvania**  
OFFICE OF OPEN RECORDS

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

**DATE REQUESTED:** 4/11/2016

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

**NAME OF REQUESTOR:** Trisha Frassetto  
Signature Information Solutions, LLC

**STREET ADDRESS:**

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

**TELEPHONE (Optional):** -

**RECORDS REQUESTED:** FOR DETAILED MONTHLY TAX COLLECTOR STATEMENTS

*\*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 Agency pursuant to 72 P.S. §5511.25 for the month(s) listed below for the 2016 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:** Township

**Month(s):** March

We will accept this financial record in whatever format (electronic or paper) it is provided to you.

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

**DO YOU WANT COPIES?:** YES [ X ]

**DO YOU WANT TO INSPECT THE RECORDS?:** NO [ X ]

**DO YOU WANT CERTIFIED COPIES OF RECORDS?:** NO [ X ]

**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.)*