

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

621-AR-0. TAXPAYERS BILL OF RIGHTS NOTICE

You are entitled to receive a written explanation of your rights with regard to the assessment, audit, appeal, enforcement, refund, and collection of certain school district taxes. The written explanation is entitled *Penn Manor School District Taxpayers Bill of Rights Disclosure Statement*. Upon receiving a request from you, the school district will give you a copy of the *Disclosure Statement* at no charge. You may request a copy in person, or by mailing a request to the following address:

Penn Manor School District
Business Office
P. O. Box 1001
Millersville, PA 17551

A copy will also be mailed to you if you call the school district at the following number:

(717) 872-9500

You may call the above telephone number or appear in person at the above address to request a copy during the hours of 7:30 a.m. to 4:00 p.m. on any weekday other than a holiday.