

COUNTY OF MERCER
Request for Extension of Time to Provide Information

This Notice explains certain rights you have with regard to the request for information. Please read this Notice carefully, as your rights may expire if you do not follow the instructions within prescribed time periods.

Under Pennsylvania law, we are required to allow you 30 calendar days to respond to our request for information. This 30-day period is measured from our date of mailing the request for information. You must respond by either providing our Tax Administrator with the requested information, or requesting an extension of time in which to provide the information we have requested. If you need an extension of time, please send a written request specifying the reasons for the extension and the facts supporting those reasons to the attention of the following person at the following address:

Office of the Chief Clerk
103 Courthouse
Mercer, PA 16137

A reasonable extension of time will be granted for good cause. Absent extraordinary circumstances, we will grant no longer than thirty (30) days extension of time. The Tax Administrator will notify you in writing of whether an extension of time has been granted. If the request is granted, the Tax Administrator also will inform you of the amount of the time extension. If your request for an extension of time is denied, the Tax Administrator will inform you of the basis for the denial and that you must provide the requested information immediately.