



Judith Pakay <judi.scofbt@gmail.com>

Scheduling a Property Tax Relief Filing Event

3 messages

Outreach, Tax [TREAS] <Outreach.Tax@treas.nj.gov>

Sun, Apr 13, 2025 at 8:00 PM

2024 Property Tax Relief Filing Assistance - Event Scheduling

Event Request will begin being accepted April 14, 2025, please read entire email before beginning the scheduling process.

As we approach the 2024 Property Tax Relief filing season, we are committed to providing efficient assistance to New Jersey residents.

To streamline the PAS-1 application filing event scheduling process, please review the below:

Filing Assistance Event Information

- Our staff can accommodate **up to 1 event** per agency.
- **Event Days:** Events will be held on **Tuesdays, Wednesdays, Thursdays, and one Saturday per month:**
 - July 12th- Saturday
 - September 13th - Saturday
- **Alternate Options:** If residents cannot attend their local agency's scheduled event, they should be directed to another [public event](#) or visit a Division of [Taxation Regional Information Center](#).
- **Encouraging Partnerships:** We encourage neighboring towns/agencies to collaborate and **partner on events** to maximize coverage and serve a larger community. This can provide more flexibility for taxpayers and ensure that resources are used efficiently. Other agencies including legislative offices have been offered event opportunities on an alternating basis. If you are interested in collaborating to maximize potential events please reach out to your local legislative offices.
- **Public Events:** Each filing event must be open to the public and shared on the Division's website.
- **Scope:** Division of Taxation staff will assist with **2024 PAS-1 applications only**. Prior-year resolutions (e.g., ANCHOR, PTR, Income Taxes) will not be addressed to ensure we have the time to assist all attendees.
- **Required Documentation:** Taxpayers must bring all necessary documentation (see attached checklist). Missing documentation may result in the taxpayer being turned away.

Scheduling and Filing Periods

- **Senior Centers/Senior Services/tax collectors:** Event requests will be accepted **April 14th - 30th**, with all events scheduled in **July and September**.
- **Length of event:** limited to 3-4 hour windows

We may not be able to accommodate requests submitted outside these periods or once all dates and times are filled.

Event Setup Requirements

To ensure a smooth filing event, please note the following setup requirements:

- **Tables and Chairs:** Each event must be equipped with **sufficient tables and chairs** for attendees and Division of Taxation staff.
- **Wi-Fi:** Ensure **Wi-Fi access** is available to staff.
- **Outlets:** There must be **electrical outlets** to support the event. If there are limited outlets, please provide **power strips** to ensure adequate access to power for all necessary devices.

Scheduling Process

1. **Submit Your Request:** Submit your event request here: [Event Request](#)
2. **Confirmation:** You will receive a confirmation within **5-7 business days**. If your preferred date/time is unavailable, alternative dates may be offered, based on availability.
3. **Missing Information:** If your request is missing required details, additional time may be needed for a response.

Thank you,

Stakeholder Liaison and Community Relations Unit

Tax Practitioner/Small Business/Senior Taxpayers

NJ Division of Taxation

Outreach.tax@treas.nj.gov

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 **PAS-1 event checklist outreach 2025.pdf**
148K

Judith Pakay <judi.scofbt@gmail.com>

Mon, Apr 14, 2025 at 9:18 AM

To: MIKE SIGNORILE <MIKE.SCofBT@gmail.com>, Judith Pakay <Judi.ScofBt@gmail.com>

Mike:

Would you like me to send this to the membership?

Regards,

Judi

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Judi Pakay
Secretary/Treasurer
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Senior Coalition of Berkeley Township
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"This email is for use by members of the Senior Coalition of Berkeley Township - there should be no distribution outside the Coalition without prior approval of the Officers"

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Mike Signorile <mike.scofbt@gmail.com>
To: Judith Pakay <judi.scofbt@gmail.com>

Mon, Apr 14, 2025 at 7:31 PM

Judi,

Absolutely - this combined with the Ocean County Senior Services Mobile Unit and the presentation provided by Senator Amato should provide our seniors with plenty of opportunities to get information and assistance with the new program.

Thanks,
Mike



Mike Signorile
President, Senior Coalition of Berkeley Township
Councilman, 3rd Ward, Berkeley Township
Member, Ocean County Senior Advisory Council
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