



**City of Pittsburgh  
Department of Finance**

414 Grant Street  
Pittsburgh, PA 15219  
Assistance? Call: (412) 255-2525  
Email: realestatetaxinfo@pittsburghpa.gov

**DISCOUNT EXTENSION FORM  
Real Estate Tax ONLY**

**Current Tax Year:**

**General Information**

Use this form to request a **Discount Extension for Real Estate taxes** in the current tax year. Taxpayer must show that the failure to make a timely payment is due to reasonable cause and circumstances beyond the taxpayer's control.

**Section 1 : Taxpayer Information**

|  |                          |
|--|--------------------------|
| <b>1. Owner's Name</b> (First, Last)                   | <b>2. Account Number</b> |
| <b>3. Property Location</b> (Street, City, State, Zip) |                          |
| <b>4. Phone Number</b>                                 | <b>5. Email Address</b>  |

**Section 2 : Reasonable Cause**

**Reasonable Cause:** is any sound reason for failing to make a deposit or pay the tax when due. A lack of funds, in and of itself, is not reasonable cause for failure to file or pay on time.

Select from the following reasons to explain why you were unable to remit your tax payment in a timely manner:

1. Death, serious illness, incapacitation or unavoidable absence of the taxpayer or a member of the taxpayer's immediate family
2. Natural disaster, fire, casualty, or other disturbance
3. Could not make payment or deposit due to civil disturbance (e.g. mail strike or a riot)
4. Other Explain: \_\_\_\_\_

**Explanation:** Explain why you believe this request should be approved. If you need additional space, attach additional sheets.

**Section 3 : Signature (REQUIRED)**

I, the undersigned, do hereby certify that this document has been examined by me and to the best of my knowledge is accurate and complete.

|                                |                                 |                            |
|--------------------------------|---------------------------------|----------------------------|
| <b>1. Owner's Signature</b>    | <b>2. Print Owner's Name</b>    | <b>3. Date</b>             |
| <b>4. Preparer's Signature</b> | <b>5. Print Preparer's Name</b> | <b>6. Preparer's Phone</b> |

**Submission of Form**

After completing and signing the Discount Extension Form, submit the form via **email:** [realestatetaxinfo@pittsburghpa.gov](mailto:realestatetaxinfo@pittsburghpa.gov) or **mail to:** Discount Extension Form, Finance Department, 414 Grant Street Pittsburgh, PA 15219.

**FOR OFFICE USE ONLY**

**Comments:**

|                                     |                       |                             |
|-------------------------------------|-----------------------|-----------------------------|
| <b>Submitted By</b>                 | <b>Submittal Date</b> | <b>Treasurer's Decision</b> |
| <b>Reason for Approval / Denial</b> |                       |                             |
| <b>Treasurer's Signature :</b>      | <b>Date:</b>          |                             |



## DISCOUNT EXTENSION FORM INSTRUCTIONS

The Discount Extension Form is to be used to request an extension for the current tax year 2% discount on the City of Pittsburgh's Real Estate tax. The deadline for the 2% discount is February 10th of the current tax year. If you were not able to meet the discount deadline in the current tax year, and can show that the failure to make a timely payment was due to reasonable cause and circumstances beyond your control, submit this Discount Extension Form to the Finance Department. The filing deadline for all Discount Extension Forms will be *December 31* of the current tax year.

### SECTION 1 : TAXPAYER INFORMATION

1. **OWNER'S NAME** - Enter the Owner's First and Last Name.
2. **ACCOUNT NUMBER**- Provide Account Number associated with your Real Estate taxes.
3. **PROPERTY LOCATION**- Enter owner's property address.
4. **PHONE NUMBER**- Provide the best daytime phone number.
5. **EMAIL ADDRESS**- Provide owner's email address.

### SECTION 2 : REASONABLE CAUSE

Indicate one of the four reasons listed in this section explaining why you were unable to remit your tax payment in a timely manner. If "Other" is selected, provide short explanation on the space provided. If more information is required, the Finance Department will contact you for additional information.

Use the **Explanation** space provided to elaborate on why this request should be approved. If additional space is needed, attach additional sheets to this request.

Provide **documentation** that will support your claim. Examples include hospital records, or a letter from a physician with specific start and end dates or documentation of natural disasters or other events.

### SECTION 3 : SIGNATURE

1. **OWNER'S SIGNATURE**- Sign on the space provided, acknowledging that this document has been examined to the best of your knowledge and is accurate and complete.
2. **PRINT OWNER'S NAME**- Enter the owner's first and last name.
3. **DATE**- Enter the date the Discount Extension Form was submitted.
4. **PREPARER'S SIGNATURE**- If owner is unable to complete form, the preparer must sign on the space provided.
5. **PREPARER'S NAME**- Enter first and last name of preparer who completed the form.
6. **PREPARER'S PHONE**- Provide the preparer's phone number.

### SUBMISSION AND REVIEW

After completing all three sections of the Discount Extension Form, submit the form by emailing to [realestatetaxinfo@pittsburghpa.gov](mailto:realestatetaxinfo@pittsburghpa.gov) OR mail the completed form to :

Discount Extension Form  
Department of Finance  
414 Grant Street  
Pittsburgh, PA 15219

The review process can take up to 3 weeks to complete. You will be notified of the Treasurer's decision on whether your Request for Discount Extension Form has been approved or denied.