



ADAMS COUNTY TAX SERVICES DEPARTMENT  
117 BALTIMORE ST. RM. 202  
GETTYSBURG PA 17325  
PHONE # 717-337-9837 FAX # 717-337-5767

**OCCUPATION ASSESSMENT CHANGE REQUEST**

DATE: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
MUNICIPALITY: \_\_\_\_\_  
PRESENT JOB TITLE: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
PRESENT HOURS WORKED WEEKLY: \_\_\_\_\_ # WEEKS PER YEAR: \_\_\_\_\_  
PAST POSITION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_  
LENGTH OF TIME IN PAST POSITION: \_\_\_\_\_ DATE OF SEPARATION: \_\_\_\_\_  
REASON FOR REQUEST: \_\_\_\_\_

**NOTE:**

- \* Unemployment status change effective after six months lay-off only.
- \* Occupation assessments are not based on income.
- \* The County only has the authority to adjust an occupation assessment. The Occupation tax that is levied by the other taxing bodies (i.e. Borough, Township) can only be adjusted by that taxing body. If you wish to have a current unpaid occupation tax adjusted, please contact this office as to the policy, time limit, correct procedure and contact person in that individual taxing district.
- \* Notification of the outcome of this request will be sent to you by way of an Assessment Notice or letter.

I hereby request a change in my occupation assessment, described in the foregoing and I do hereby certify that the statements made by me in connection thereto are true and correct and that this request is made in good faith, and, if needed, I give my consent for my employer to be contacted to verify or clarify the above date. I understand that if my occupation assessment can not be adjusted or the change is not satisfactory to me, I have a right to file an appeal.

\_\_\_\_\_  
Signature

You may submit via email with a scan or photo to: [taxoffice@adamscountypa.gov](mailto:taxoffice@adamscountypa.gov)

FOR OFFICE USE ONLY

OCCUPATION ASSESSMENT APPROVED: \_\_\_\_\_

NO CHANGE TO OCCUPATION ASSESSMENT: \_\_\_\_\_

ASSESSOR'S APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_