



OSWEGO COUNTY CLERK'S OFFICE

46 EAST BRIDGE STREET, OSWEGO, NEW YORK 13126

PHONE: 315.349.8621 FAX: 315.349.8383

CATHY M. SHARKEY
SUPERVISOR – MOTOR VEHICLES
DMV OFFICES
OSWEGO/FULTON/PULASKI

MICHAEL C. BACKUS
COUNTY CLERK
CLERK OF SUPREME
AND COUNTY COURTS

MATTHEW BACON
DEPUTY CLERK
JACQUELINE M. THORPE
DEPUTY CLERK OF OPERATIONS

SMALL CLAIMS ASSESSMENT REVIEW (SCAR)

(Rev. 7/1/13)

- Once tentative tax roll for town or city is filed, you must attend the local municipality's "Grievance Day" prior to submitting SCAR.
- Should your grievance be rejected, you can then file a Small Claims Assessment Review (SCAR) after the final tax roll is filed for your town or city.
- The County Clerk's office will not accept a SCAR before the final tax roll is filed for your town or city.
- You have 30 days after the establishment or publication of the final tax roll to file a SCAR with the County Clerk's office.
- Forms and instructions can be downloaded from the Oswego County Real Property website (www.oswegocounty.com) or the New York State Department of Taxation and Finance website (www.tax.ny.gov).
- A SCAR should always be filed with the Oswego County Clerk's office. The original and two (2) copies accompanied by a \$30.00 filing fee are to be filed with the County Clerk within 30 days of the establishment of the final tax roll. (IT IS NOT NECESSARY WHEN FILING WITH THE COUNTY CLERK TO INCLUDE SUPPORTING STATEMENTS, RECORDS, OR OTHER RELEVANT INFORMATION. YOU WILL PRESENT THESE TO THE HEARING OFFICER.)
 - One (1) copy should be filed with the Clerk of the Assessing Unit (this should be by certified mail, return receipt requested or personal service with receipt.)
 - One (1) copy each by first class mail or personal service **within 10 days** of filing with the County Clerk to:
 - Your town or city Assessor
 - The Clerk of the School District the property is located in
 - The County Treasurer