

**MEANS TESTED SENIOR EXEMPTION TOWN OF CONCORD
COMMONWEALTH OF MASSACHUSETTS CHAPTER 169 OF THE ACTS OF 2012
Instructions for Filing**

**Fiscal Year 2019 Town of Concord
Completed Application and all documents must be submitted to the Board of Assessors no later than
*September 1, 2018***

It is very important to read the Taxpayer Information about Concord Means Tested Senior Exemption below, prior to filling out the application. If anything is unclear to you or if you have any questions or concerns, please contact the Assessor's Office at 978-318-3070 or assessing@concordma.gov.

The following documentation must accompany the filing of your application for the exemption:

- A complete executed copy of Schedule CB Circuit Breaker Credit 2017 from your Massachusetts State Income Tax Return. If you did not file a Massachusetts State Income Tax Return for 2017, you must still complete, execute and submit a copy of Schedule CB Circuit Breaker Credit 2017. If you need a blank Schedule CB Circuit Breaker Credit 2017, please contact our office.
- A complete executed copy of pages 1 & 2 of your 2017 Federal Income Tax Form 1040.

The completed application and documentation must be returned to the Assessor's Office: P.O. Box 535, Concord, MA 01742 on or before September 1, 2018.

You may be eligible to reduce a portion of the taxes assessed on your domicile if you meet all of the following conditions, in addition to qualifying for the 2017 Circuit Breaker State Income Tax Credit.

Property Assessment (FY <u>2018</u>) Must not exceed \$838,900.	Property Owner 65 Years of Age Property Co-Owner At least 60 Years of Age	Residency Requirement: <u>10</u> consecutive years in Concord.
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WHEN AND WHERE MUST THE APPLICATION BE FILED? A person who seeks to qualify for property tax relief under the provisions of the exemption shall, before the deadline of September 1, 2018, file an application on the approved form with all supporting documentation of the applicant’s income and assets. The application and supporting documentation shall be submitted to the Concord Assessor’s Office, P.O. Box 535, Concord, MA 01742. **THE DEADLINE CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF YOUR APPLICATION IS NOT TIMELY FILED OR IS INCOMPLETE BY THE DEADLINE FOR SUBMISSION YOU LOSE ALL RIGHTS TO THIS EXEMPTION AND THE ASSESSORS BY LAW CANNOT GRANT THIS EXEMPTION.**

HOW WILL MY EXEMPTION AMOUNT BE DETERMINED: This innovative exemption program is intended to help qualifying seniors reduce their real estate tax burden. In some instances there may be seniors whose tax bill will be reduced to be no more than 10% of their income. We will not know the actual amount of your exemption until all applications have been analyzed and the January tax bills are calculated. However, if you would like detail on the calculation

methodology, please contact the Assessor's Office and we will gladly provide the program detail.

WHEN SHOULD I EXPECT TO SEE THE REDUCTION IN MY TAX BILL? Filing of the application will not stay the collection of your taxes. Taxes should be paid as assessed. Should your application meet all requirements of the exemption, your actual FY 2019 tax bill is expected to reflect the reduction in taxes caused by implementation of this exemption. In other words, the exemption allowance will be directly applied to your actual tax bill for the year (i.e., the tax bill normally issued January 1st). If that does not happen for any reason, you will be notified.

ASSESSORS APPLICATION REVIEW AND PROCESS

It is important that applicants have an understanding of the application review process, and how their personal information will be treated:

- The application will be reviewed by the Board of Assessors along with a designated Assessor's staff member.
- The pertinent data from the application (i.e. qualifying income, age, assessed value) will be entered onto a worksheet. The applicant will not be identifiable on the worksheet. Each application and worksheet will be coordinated by an application numbering system. The verified information from the numbered worksheet will be used to determine eligibility and benefit.
- Those applicants determined to be ineligible will receive written notification as to their ineligibility. The eligible applicant pool is expected to vary from year to year. Eligibility in one year does not guarantee eligibility the following year. Applicants should understand that each year's qualification is subject to Circuit Breaker eligibility during the prior calendar year. In other words, in order to qualify for the program this year (FY 2019) the applicant must have met the income criteria of the 2017 Circuit Breaker State Income Tax Credit. To qualify for FY 2020 the

applicant will need to meet the criteria of the 2018 Circuit Breaker State Income Tax Credit and so on.

- Once eligibility has been determined, the quantifiable data will be used to calculate the exemption benefit.
- The Means Tested Senior Exemption Program (Chapter 169 of the Acts of 2012) is unlike any other property tax exemption/deferral program with which you may be familiar. If you normally file for the Veteran's, Blind, Surviving Spouse, Senior over the age of 65, Senior Tax Deferral (Clause 41A) etc. do not let the filing of this new application deter you from applying for the traditional programs.

The Board of Assessors may deny an application if it finds that the applicant has assets in excess of \$250,000. This places the applicant and any co-owners outside of the intended recipients of the Exemption.