



TOWN OF Ogden

Assessor's Office
269 Ogden Center Road, Spencerport, NY 14559-2076
(585) 617-6107 – (585) 352-4590 FAX

2017 - ENHANCED STAR EXEMPTION APPLICATION CHECKLIST

Before bringing or mailing your application to the Assessor's Office, please check that:

- The application is filled out completely, dated and signed by **all** owners.
- Proof of household income (all owners):
 1. If you **filed** a **2015** income tax return (Federal or State):
 - **Include the main form (Federal pgs 1-2 or State pgs 1-4) of your 2015 return.**
 - Include **all** 1099-R's (Retirement, IRA, etc.)
 - All returns **must** be signed and dated **or** include proof for electronically filed returns and either be typewritten or in ink (returns prepared in pencil are **not** acceptable).
 2. If you did **not** file a **2015** income tax return (Federal and/or State):
 - Please complete an Income for STAR Purposes Worksheet and submit this form along with your supporting income documents.
 - The above worksheet is available through the Assessor's Office or online at: **https://www.tax.ny.gov/pdf/current_forms/orpts/rp425worksheet_fill_in.pdf**
 - Submit supporting **2015** documentation as indicated on the worksheet:
 - Social Security Benefit Statement(s) (Form SSA – 1099)
 - W-2 wage forms
 - Year-end interest and dividend statements
 - Unemployment compensation statement(s)
 - Year-end pension and annuity income statements (all form 1099-R's)
 - Other income documents that may not be listed above
 - In some cases, the assessor may request further documentation (i.e. IRS transcript, etc.).
- Proof of age:
 - **First time applicants (only)** must submit proof of age (driver's license)
- Optional Income Verification Program (setting up for automatic renewal)
 - You must file a New York State income tax return every year in order to qualify for the automatic verification, otherwise you will need to renew manually.
 - Complete the form and return it with this year's application and income documentation.
 - If, for some reason, the NYS Tax Department is unable to verify your income or indicates to us that you do not qualify you will receive a letter from us with further instructions.

All applications and supporting documentation must be submitted by March 1, 2017.

Office hours Monday through Friday, 8:30 a.m. to 4:30 p.m. – (585) 617-6107