

Town of Elsmere

2017-2018

Tax Year



SENIOR / DISABLED Property Tax Discount

Confirmation of Eligibility

You are receiving this form because you had been approved to receive the Town of Elsmere's Property Tax Discount during the Town's 2016-2017 tax year. To continue receiving this discount on your property taxes, you **MUST** complete the attached form which acknowledges that you are still qualified to participate in this program. If you do not return the attached form to the town hall by the required date you **will not** receive the property tax discount in the upcoming year. If you have questions or need assistance in completing this form please contact Mrs. Jackie Moore in the Finance Department at (302) 998-2215.

INSTRUCTIONS FOR THE SENIOR/ DISABILITY EXEMPTION

CONFIRMATION

- A. You must complete the confirmation in full including all necessary signatures.
- B. If there are any changes to the household you must disclose those changes
- C. If you did not file a federal tax return, you **must** attach copies of your statements of pension income if not specifically excluded and/or interest income received.
- D. Should additional information be required, it is your responsibility to comply with all requests for additional information.
- E. If any additional persons has moved into the resident during the 2016 calendar year you must include their income.
- F. You must return the completed confirmation, including all required documents, to the Finance Department for approval by the Town Manager no later than April 15, 2017.
- G. If your exemption is denied, you may appeal the decision of the Town Manager to the Mayor and Council.

Town of Elsmere Senior/Disabled Tax Credit
Confirmation of Eligibility for the 2017-2018 Tax Year

I _____ of
(Print Your Full Name)

_____ hereby certify to
(Print Your Complete Home Address) _____ Phone Number

The Town of Elsmere that I am still eligible to receive the Senior / Disabled tax exemption offered by the Town because I am still over the age of 65 and or disabled and that,

1. As a single applicant, my **TOTAL HOUSEHOLD INCOME** during the calendar year beginning January 01, 2016 and ending December 31, 2016 did not exceed \$24,500 or;
2. As a couple or family applicant, our **TOTAL HOUSEHOLD INCOME** during the calendar year beginning January 01, 2016 and ending December 31, 2016 did not exceed \$30,000 and;
3. All property taxes and /or code citation due to the Town are paid in full.
4. There have been no changes in the **HOUSEHOLD IN THE LAST YEAR.**

Provide the following information for each person residing in your home

First Name	Last Name	Date of Birth	Relationship	Social Security Number

I hereby swear or affirm that the information provided in this confirmation of eligibility is true and correct to the best of my knowledge and belief, and that I am fully aware that any misrepresentation by me either intentionally or otherwise may result in my being denied the tax exemption sought in this confirmation, as well as any future application and that I may be liable for any tax exemption that had been granted in the past. I further acknowledge that it is my responsibility to keep the Town of Elsmere and specifically the Town Manager informed should any of the information in this confirmation of eligibility change.

Applicants Signature Date Social Security Number

Co-Applicants Signature Date Social Security Number

Email Address

You must submit this confirmation of eligibility to the Town Manager via the Finance Department on or before April 15, 2017.