



**Town of Cheektowaga
Assessor's Office
3301 Broadway
Cheektowaga, NY 14227
716-686-3440**

RP-467

Low Income Senior Exemption Application Instructions

The following information must be submitted to the Assessor's Office prior to **March 1st, 2018**:

1. Complete both sides and sign the enclosed RP-467 application
2. One Proof of Residency/Age in the form of a driver's license must accompany your application.
3. Proof of your income earned in **2016** must accompany your application.
 - a. Federal Income Tax Return 1040 Form
 - b. All Schedules attached to your 1040 Form
 - c. Also see number 5 below.
4. If you do **not** file a tax return, please provide the following:
 - a. Proof of non-filing from IRS for 1st time applicants (additional info available)
 - b. End of year Social Security 1099 Statement
 - c. Railroad Retirement 1099
 - d. Veteran's Compensation Award Letter
 - e. Pension 1099
 - f. Rental Income Receipts
 - g. Wage W-2
 - h. Interest Earned on Checking/Savings Accounts
 - i. Return on Stocks/Bonds
 - j. Annuities 1099 or Annuity Statement outlining income earned
 - k. The Interest/Dividends/Capital Gains earned on any **IRA**
5. **Please Note:** It is your responsibility to provide documentation showing the return on your investment. Interest/Dividends/Capital Gains are considered income whether a distribution was received or not. **Without documentation showing the amount earned the entire IRA distribution will be considered income.**

Additional Savings Information:

1. We are able to subtract the income of any owner who has passed or left the property under these conditions. Additional documentation is required.
 - a. Separation/Divorce – Legal documentation is required to discount any income from a spouse or owner who is no longer residing in the property. Divorce or Separation papers are accepted.
 - b. Death – Additional discounts may be awarded by only counting the surviving spouses income. This cannot be done without a copy of the death certificate and all 1099 income statements for both owners.

**To be eligible for the program your gross income must be under \$32,400
The application and all applicable income must be turned into the
Assessor's Office by March 1st, 2018 to be considered for the program!**