



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

RP-467rnw

## **Low Income Senior Exemption Renewal Application Instructions**

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

1. Complete both sides and sign the enclosed RP-467rnw application
2. 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 4 below
3. If you do not file a tax return, please provide the following:
  - a. End of year Social Security 1099 Statement
  - b. Railroad Retirement 1099
  - c. Veteran's Compensation Award Letter
  - d. Pension 1099
  - e. Rental Income Receipts (if no Schedule E)
  - f. Wage W-2
  - g. Interest Earned on Checking/Savings Accounts
  - h. Return on Stocks/Bonds
  - i. Annuities 1099 or Annuity Statement outlining income earned
  - j. The Interest/Dividends/Capital Gains earned on any **IRA**
4. **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 1<sup>st</sup>, 2018 to be considered for the program!**