



# Voluntary Exemption Removal Report – Initial (Report #3) Instructions

March 20, 2024

The *Voluntary Exemption Removal Report – Initial (Report #3)* lists property owners who were previously receiving the Basic or Enhanced STAR exemption but who have opted to switch to the STAR credit beginning this year.

Wherever possible, we will issue the report at least 20 days prior to tentative roll date.

**Note:** If the report includes parcels from which you have previously removed the STAR exemption, you do not need to take any action for those parcels.

After selecting your SWIS code, you can choose to view:

- New parcels that have switched to the STAR credit, or
- All parcels that have switched to the STAR credit since the 2023 report was issued.

SWIS code:

Print key:

Mobile home or co-op:

Include:

Last name:

Sort:   On:

After making your desired selections and entering additional search criteria, the report returns the following fields:

- SWIS code
- Property Key
- Print key
- Mobile home co-op
- Property Address
- Names
- Registration date
- Date of Report

For the full report, select either *Download Report (Text)* or *Download Report (Excel)*. For more details, see [How to Access and Download STAR Reports](#).

Manually remove the Basic or Enhanced STAR exemption from the properties listed in the report.

**Note:** There is no RPSV4 utility for this report.

The initial version of the report is issued in early April so that assessors can remove the exemption prior to tentative roll date. The Tax Department will issue the final version of this report prior to final roll date after the [Deadline to switch to the STAR credit](#).