



Property key:

Property description:

Confirmation number:

24080474699500-AD00

To be eligible for a 2024 STAR credit, you cannot receive a STAR benefit on another property.

You registered with the New York State Department of Taxation and Finance for the School Tax Relief (STAR) credit for the property described above. However, our records indicate that you may be receiving a STAR benefit for another property. Therefore, we need more information to confirm your eligibility.

You can receive STAR only on your primary residence. You can have only **one** primary residence.

Unless legally separated, a married couple can receive STAR for only **one** residence.

What to do next

Within 30 days of the date of this letter, send us:

- a copy of this letter,
- a brief explanation, **and**
- supporting documentation as described below and continued on page 2.

Supporting documentation

Provide current information for each property you own.

If you no longer own the property for which you received a STAR benefit, indicate the property was sold and provide the date of sale. You **must** also provide proof that you no longer own the property. Include a copy of a document that validates the sale. You do not need to provide the names of the new owners.

If the property was a residence owned in conjunction with a spouse, and you are now legally separated or divorced, you must provide either a signed separation agreement or a judgment of divorce.

For each property you own, provide the names of the owners and spouses and indicate whether it is their primary residence.

If the property is your primary residence

If the property is your primary residence, you **must** provide at least **two** forms of proof. Examples of residency documentation include:

- a statement from the Board of Elections about your residence for voting purposes,
- a driver license or other government-issued ID, and
- a vehicle registration.

Note: Utility bills will not be considered as proof of residence.

If the property is not your primary residence

If the property is not your primary residence, you **must** provide proof that you are **not** receiving a STAR benefit. If the property is:

- **not** a cooperative apartment or manufactured home, provide a copy of your 2024-2025 school tax bill showing this property is not receiving a STAR exemption.
- a cooperative apartment, provide a letter from the operator, director, or manager of the cooperative stating that the property did not receive a STAR benefit for the 2024-2025 school year.
- a manufactured home, provide a letter from the landowner, operator, or manager of the manufactured home park stating that the property did not receive a STAR benefit for the 2024-2025 school year.

Fax or mail the information to:

Fax: 518-435-8634

**Mail: NYS TAX DEPARTMENT
ORPTS STAR RESOLUTION UNIT – DLS
W A HARRIMAN CAMPUS
ALBANY NY 12227-0801**

If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

If you do not respond within 30 days of the date of this letter, we will send you a letter denying the STAR credit.

Questions?

- Visit our website (search: *STAR*)
- Call the New York State Tax Department (not your local assessor) at 518-457-2036 weekdays between 8:30 a.m. and 4:30 p.m.