



Office of Real Property Tax Services - RWS
W A Harriman Campus, Albany NY 12227-0801

Property key:

Property description:

Confirmation number:

24110124746700-AD00

Urgent Reminder

We need more information to confirm your eligibility for the 2025 Enhanced STAR exemption.

We mailed a letter and worksheet to you requesting information, but we have not received a response.

Complete, sign and submit the enclosed worksheet **immediately**.

Eligibility for a 2025 Enhanced STAR exemption is based on income from the 2023 tax year.

We are not able to confirm that you meet the income requirements based on the information we have on file.

Requirements for Enhanced and Basic STAR Exemptions

Factor	Enhanced STAR	Basic STAR
Residency	You must own your home and it must be your primary residence.	
Age	65 or older For jointly owned property, only one spouse or sibling must be at least 65 by December 31 of the year when the benefit will begin.	No age restriction
Income	\$107,300 or less The income limit applies to the combined incomes of all owners (residents and non-residents), and any owner's spouse who resides at the property.	\$250,000 or less The income limit applies to the combined incomes of only the owners and owners' spouses who reside at the property.

What to do next

You must provide us with your 2023 income so we can verify your eligibility for the Enhanced STAR program in 2025.

Respond immediately, by providing your **2023** income in one of the following ways:

- **Online option:** Follow the instructions below to enter your income information into our secure online income worksheet. The online worksheet is faster and easier to use than the paper version. You do not need to log in, use a stamp, or print anything. Your information will be processed faster. You will be prompted to provide your email address to receive a confirmation notice.
- **Paper option:** Follow the instructions below to complete the enclosed Form RP-5300-WS, *Income Worksheet for 2025 STAR Benefit*, and mail or fax it to us.

Fax: 518-435-8634

**Mail: NYS TAX DEPARTMENT
ORPTS STAR RESOLUTION UNIT-WS
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 **45 days** from the date that our **prior** letter was sent, we will send you a letter denying your Enhanced STAR exemption.

Instructions for the online income worksheet

1. Before you begin, have the following information available:

- names and Social Security numbers for all owners of the property and their spouses
- 2023 federal or state income tax returns for all owners who filed them

If any owners or spouses were not required to file a 2023 income tax return, you will need the following additional information for those property owners:

- total wages, salaries, and tips
- taxable interest income and dividends
- unemployment compensation
- total pensions and annuities
- Social Security benefits
- taxable IRA distribution
- other income

2. Type ***www.tax.ny.gov*** into the address bar of your internet browser and select *Enter*.

- Type *income* into the Search *Tax box* (upper right corner) and select *Enter*.
- Select the first search result: *I received a New York State Tax Department letter requesting my income information*.
- Follow the instructions on the page and select *Complete the Income Worksheet*.

3. **As you complete the income worksheet, it will prompt you for a Property Key. Use this Key:**

4. The online income worksheet will prompt you to provide an email address to receive your confirmation by email. Enter your email or save a copy of the confirmation webpage.

Instructions for the enclosed Form RP-5300-WS

Complete, sign, and submit the enclosed Form RP-5300-WS immediately. If your 2023 tax returns contain **schedules** that reported **losses**, include **copies** of those returns.

Note: Do **not** include copies of your tax returns unless they contain schedules that reported **losses**.

For faxing or mailing instructions, see Form RP-5300-WS.

Questions?

- Visit our website (search: *Enhanced*).
- If you do not have internet access, 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. You can provide your income information over the phone directly to our representatives.

Enclosed: Form RP-5300-WS