



Department of  
Taxation and Finance

December 31, 9999

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

Property key: XXXXXXXX

Property description: XXXXX XXXXXXXXX  
XXXXXXXXXXXX XXXXXX  
XXXXXXXX XXXXXX XX

Confirmation number: 999999999999999



XX  
XX  
XX  
XX  
XXXXXXXXXXXXXXXXXXXXXXXX XX XXXXX-XXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

18050000073500-AD00

## We need information about your income to confirm your eligibility for a 9999 STAR credit.

We are not able to confirm that you meet the income requirements for a 9999 STAR credit based on the information we have on file.

To be eligible for a 9999 STAR credit, your 9999 income must meet the income requirements below.

### Requirements for Basic and Enhanced STAR

Factor	Basic STAR	Enhanced STAR
Residency	You must own your home and it must be your primary residence.	
Age	No age restriction	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.
Income	\$999,999 or less for the STAR credit (\$250,000 or less for the STAR exemption) The income limit applies to the combined incomes of only the owners and owners' spouses who reside at the property.	\$999,999 or less The income limit applies to the combined incomes of all owners (residents and non residents), and any owner's spouse who reside at the property.

## What to do next

Respond within 30 days of the date of this letter, by providing your 9999 income in one of the following ways:

- **Online option:** Follow the instructions in *Instructions for the online income worksheet* to securely enter your income information on our website.
- **Paper option:** Follow the instructions in *Instructions for the enclosed Form RP-5300-WS* to complete the enclosed Form RP-5300-WS, *Income Worksheet for 9999 STAR Benefit*, and mail or fax it to us.

**Note:** If you already provided your 9999 income, disregard this letter.

If we determine that you are eligible for the 9999 STAR credit, we will issue a credit to you.

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

## 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
- 9999 federal or state income tax returns for all owners who filed them

If any owners or spouses were not required to file a 9999 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 amount of total distributions from individual retirement accounts and individual retirement annuities (IRAs)
- 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:

XXXXXXX

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 within 30 days of the date of this letter. If your 9999 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: *STAR*)
- 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.

Enclosure: RP-5300-WS



# Income Worksheet for 9999 STAR Benefit

Confirmation number: 9999999999999999

## Contact information

Contact name	Telephone number	Email address
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## Location of property

Street address		
City or town	ZIP code	Property key XXXXXXX

## 9999 income information

Eligibility for a 9999 STAR exemption or credit is based on income from the 9999 tax year.

All owners – and any owner's spouse who primarily resides at the property: Enter the total 9999 amounts below that were, or would have been, reported on your income tax returns. (Round to the nearest whole dollar.)

Do not provide copies of tax returns unless they contain schedules that reported losses.

Attach additional sheets if necessary.

	Person 1	Person 2	Person 3	Person 4
Name (print)				
Social Security number				
Date of birth				
Owner	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non-Owner spouse	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the property your primary residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 9999 wages, salary, and tips				
2 9999 taxable interest income and dividends				
3 9999 unemployment compensation				
4 9999 annual pensions and annuities (excluding IRA distributions)				
5 9999 annual Social Security benefits (including Medicare premiums)				
6 9999 taxable IRA distributions				
7 9999 other income				
<b>Certification</b>				
I (we) certify that all of the above information is correct under penalty of law. Each owner and resident spouse must sign and date.				
Signature:				
Date:				
For Office Use Only: RP-5310-WSP				

Fax: 518-435-8634

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

## Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call 518-457-2036 and request Publication 54, *Privacy Notification*.

