



# Voluntary Exemption Removal Report – Final (Report #6) Instructions

March 20, 2024

## Timeframe

We issue the *Voluntary Exemption Removal Report* twice annually for most municipalities. Generally:

- the *initial* report (Report #3) is available before municipalities publish their tentative rolls, and
- the *final* report (Report #6) is available before they publish their final rolls.

Wherever possible, we will issue the report at least one week prior to final roll date. We cannot issue the final report until the deadline has passed to switch to the STAR credit for the current year. For more information, see [Deadline to switch to the STAR credit](#).

## Overview

This report lists property owners who were previously receiving the Basic or Enhanced STAR exemption but who have opted to switch to the STAR credit.

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

- *New* parcels that have switched to the STAR credit after we published Report #3, or
- *All* parcels that have switched to the STAR credit since the 2023 report was issued.

The screenshot shows a search interface with the following elements:

- SWIS code: 010100 Albany (dropdown menu)
- Print key: (text input field)
- Mobile home or co-op: Select one (dropdown menu)
- Include: Select one (dropdown menu)
- Last name: (text input field)
- Sort: Ascending (dropdown menu)
- On: Print Key (dropdown menu)
- Buttons: Clear, Search

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.

**Bear in mind the following:**

- Those who opted to switch in prior years will continue to show on the current year report.
- Any new owners who were not eligible for the exemption may also appear on the report if they selected that they were switching to the credit when registering.