



Instructions for Form RP-6704-B1 STAR Reimbursement Application Form for the 2023-2024 Fiscal Year

This is the application (form 1) for STAR reimbursement pursuant to section 1306-a of the Real Property Tax Law. Complete this form with data from the assessment roll(s) used for the 2023-2024 school tax levy, and with reimbursement data from the Receiver of School Taxes, for each municipality in your school district. This form must be filed with Forms RP-6704-A and RP-6704-B2 (and Form RP-6704-C, if applicable) for us to process your STAR reimbursement application.

Note: If your school district already has a worksheet that includes the data requested in columns (1) through (6), you should complete the certification section at the bottom, write **See attached** across the blank columns, and attach a legible copy of your worksheet. Your worksheet may contain certified exemption amounts, which are now entered on Form RP-6704-B2. **Your worksheet may only substitute for Form RP-6704-B1. You are still required to submit a separate Form RP-6704-B2.**

- Muni Code - Enter code for all municipalities in the district, listed in numerical order. These codes will be prefilled on distributed copies.
- Municipal name - Enter municipality names corresponding to the Muni Codes. These will be prefilled on distributed copies. If there are errors in this column on the distributed copies, correct them, and then complete the form for the municipalities in your school district.
- Class - This column is **only** filled if the school district uses class tax shares for some or all municipalities in the school district (pursuant to Article 18 or Article 19 of the Real Property Tax Law). These will be prefilled on distributed copies.
- Column 1 - Enter the number of basic STAR exemptions granted to properties.
- Column 2 - Enter the aggregate of the basic STAR exempt amounts (sum of the basic STAR exempt assessed values).
- Column 3 - Enter the number of enhanced STAR exemptions granted to properties.
- Column 4 - Enter the aggregate of the enhanced STAR exempt amounts (sum of the enhanced STAR exempt assessed values).
- Column 5 - Enter the sum of columns (2) and (4).
- Column 6 - **THIS FIGURE CANNOT BE CALCULATED USING THE INFORMATION ON THIS FORM.** The person/office responsible for the calculation of the school tax bills for the individual municipal portions will have a record of the amount of each bill to be paid through the STAR program. Obtain the municipal-wide **total** of those individual savings amounts from that person/office (separated by class, if applicable) and enter the amount in this field.
- Certification - The appropriate person for the school district must sign and date the form. Provide the name, title, telephone number, and email address of the person to contact if there are questions regarding the data provided on this form.

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