



**Department of
Taxation and Finance**

December 31, 9999

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

Property key: XXXXXXXX

Property description: XXXXX XXXXXXXX
XXXXXXXXXX
XXXXXX XXXXXXXX
XXXXXX XX

Confirmation number: 999999999999999



TNXXX
JNXXX
A1XXX
A2XXX
CXXXXXXXXXXXXXXXXXXXX SX 99999-9999

18050000029900-AD00

Urgent Reminder: Second Notice

We need more information to confirm your eligibility for the 9999 STAR XXXXXXXXXX.

We mailed you a letter last month requesting your income information, but we have not received a response. If you do not respond, you will lose your STAR benefit.

You must provide the 9999 income of all resident owners and their spouses **immediately**.
If you do not, we will send you a letter denying your STAR benefit.

Note: If you submitted your income information and received a confirmation already, disregard this notice. Do not provide it a second time.

Eligibility for a 9999 STAR benefit is based on 9999 income of all resident owners and their spouses who reside at the property. Select an option to provide the required income:

- Use the online STAR Income Worksheet; or
- Use the Homeowner Benefit Portal, in your Individual Online Services account

Online STAR Income Worksheet

1. Visit our website at www.tax.ny.gov.
2. Type *income* into the *Search Tax* box (upper-right corner) and select *Enter*.
3. Select the first search result: *I received a New York State Tax Department letter requesting my income information*.
4. Follow the instructions on the webpage to gather the necessary documentation and provide your income information.
5. When prompted, use Property Key **XXXXXXXX** and this income year **9999**.
6. Save or print a copy of your confirmation page.

Homeowner Benefit Portal

1. Visit www.tax.ny.gov/online to log in to (or create) your Individual Online Services account.
2. Select the ≡ *Services* menu in the upper-left corner of your screen, choose *Real property tax*, then *Homeowner benefit portal*.
3. Locate the property that corresponds to the property key and confirmation number on your letter. If your property is listed for multiple years, use the 9999 registration. Select the *Actions* expanded menu, then select *Edit Registration*.
4. If any of the registration sections say *Needs Review*, select *Edit*, and follow the instructions on that page. Select *Continue* when complete.
5. Ensure all sections on the *Registration Summary* page are marked *complete*.
6. On the *Income worksheet* page, enter the income for each resident owner and owner's spouse who resides at the property. You **must** enter an amount or zero on every line of the worksheet. Once you have entered all your income amounts, select *Calculate*, then *Continue*.
7. Continue to the *Review and Verify* page. Your transaction is not complete until you select *Submit*.
8. Select *View/Print Form* to save or print a copy of your registration update.

<p>If you do not respond within 45 days of the date of the previous letter, we will send you a letter denying your 9999 STAR XXXXXXXX</p>

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. to 4:30 p.m. You can provide your income information over the phone directly to our representatives or request we mail you a STAR Income Worksheet.