



Property key:

Property description:

Registration number:

## **We automatically registered you for the Basic STAR credit program. We need additional information before we can issue you a check for the STAR credit.**

To prevent the loss of your STAR benefit for the 2019-2020 school year, we automatically registered you for the Basic STAR credit program. However, we need some additional information before we can issue your STAR credit check.

Due to a recent change in New York State law, homeowners with incomes greater than \$250,000 and less than or equal to \$500,000 must join the **STAR credit program** in order to be eligible to receive a check for their STAR property tax benefit. This is because for homeowners in that income range the law ended the previous program – **the STAR exemption program** – that reduced property tax bills before they were paid. The check for the STAR credit will be worth at least as much as the tax savings resulting from the STAR exemption.

Our records indicate that your 2017 income exceeded \$250,000 and, as a result, you are not eligible for a STAR exemption in 2019. Our records also indicate that you previously registered for the STAR exemption or a STAR-related benefit. Therefore, we registered you for the Basic STAR credit based upon the information you previously provided to us.

We need additional information to confirm you are eligible before we can issue you a check for the STAR credit. Please update your STAR registration using the instructions below. Promptly update your registration so that we can confirm your eligibility. If you are eligible, we will mail you a check for the STAR credit before the due date of your school tax bill.

### **What to do next**

Follow these instructions to **update your STAR registration**. If you have already updated your STAR registration after April 1 of this year, please disregard this letter. You do not need to update your STAR registration again.

1. Before you begin, have the following information available:
  - names and Social Security numbers for all property owners and spouses
  - your most recent school tax bill, if you received one
  - address of any residential property owned in another state
  - if the property is owned in a trust, the legal name of the trust
  - 2017 federal or state income tax returns for all owners (If any owners were not required to file a 2017 income tax return, you will need to provide financial information for them.)

*(continued)*

2. Type *www.tax.ny.gov* into the address bar of your Internet browser and press *Enter*.
  - Type *STAR* into the *Search Tax* box (upper right corner) and press *Enter*.
  - Select: *Register for the STAR credit*.
  - Select: *REGISTER* to begin the registration process.

**Or**

Type *www.tax.ny.gov/star* into the address bar of your Internet browser and press *Enter*. Then select *REGISTER* to begin the registration process.

3. 

<p><b>As part of the registration process, we will ask you for a Property Key. Use this key:</b> [Property key]</p>
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4. As you complete the registration:
  - provide an email address to receive your confirmation by email, or
  - save a copy of the confirmation webpage.

<p><b>Do not delay</b> Register <b>as soon as possible</b> to ensure that you receive your check timely.</p>
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**If you disagree with our determination that your 2017 income was greater than \$250,000, send us:**

- a copy of this letter,
- a brief letter of explanation, and
- supporting documentation.

Supporting documentation may include 2017 New York State or federal income tax returns for all owners and their spouses who reside at the property.

Fax or mail this information to us.

**Fax: 518-435-8634**

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

If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

### **Questions?**

- Visit our website (search: *STAR*)
- If you do not have access to a computer, 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.