



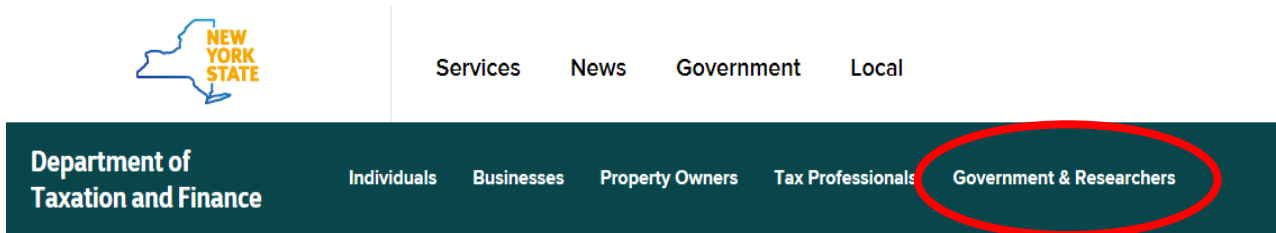
How to Access and Download STAR Reports

April 7, 2020

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Access the reports

1. Go to the Department of Taxation and Finance website: www.tax.ny.gov.
2. Select *Government & Researchers*.



3. In the ONLINE SERVICES column, select *Assessment community login*.

ONLINE SERVICES

- > [Assessment community login](#)
- > [Municipal Profiles](#)
- > [Find sales tax rates](#)
- > [Sales Tax Web File](#)
- > [Other online services](#)
- > [Watch demos and videos](#)
- > [Troubleshooting Tips](#)

4. Select *LOG IN*.

Online Assessment Community: Secure site for assessors, county directors and their staff

The Online Assessment Community (OAC) is a secure site that the Office of Real Property Tax Services makes available to county directors, assessors, and their staff. The OAC includes tools and data resources necessary for local assessment administration. Users must have an assigned account to use the site and accounts can be programmed with either *Basic* or *Elevated* access.

Already have an account?

Enter your username and password to access the OAC.



Forgot [username](#) or [password](#)

Access the Online Assessment Community

I'm having trouble signing in	+
I need to request an account	+
Basic access vs elevated access	+
I need to make changes to or deactivate an account	+

5. Enter your assigned username and case-sensitive password, then select *Sign in*.



[Services](#) [News](#) [Government](#) [Local](#)

[NY.gov ID](#) [Online Services](#) [FAQs](#) [About NY.gov ID](#) [Help Desk Information](#) [Privacy Policy](#) [Terms of Service](#)

Please login after reading the [Acceptable Use Policy](#) below



Username:

Password:

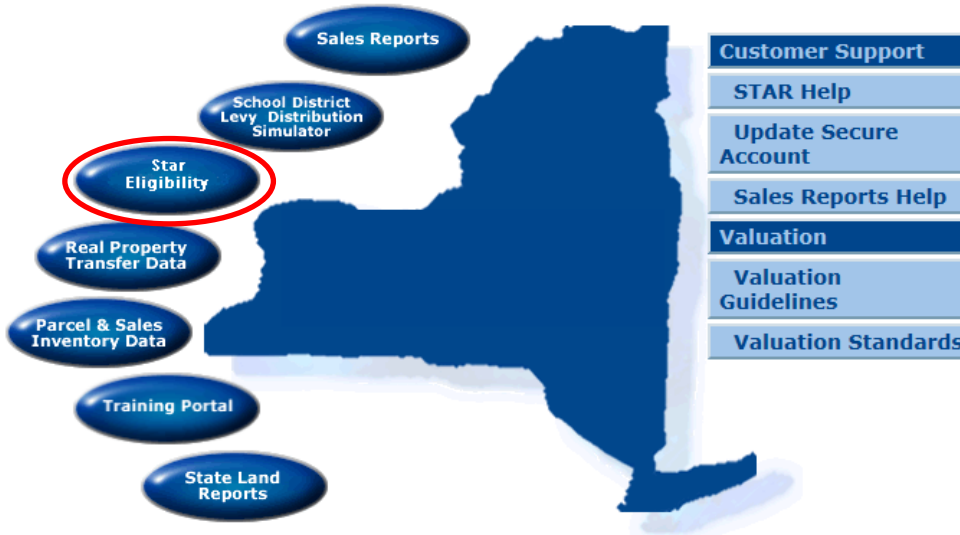
Sign In

Forgot your [Username](#) or [Password](#)

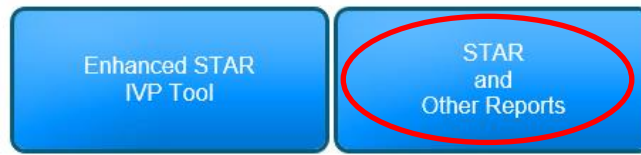
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

6. Select *STAR Eligibility*.



7. Select *STAR and Other Reports*



8. Read the security contract. Check *I agree*, select *Continue*.

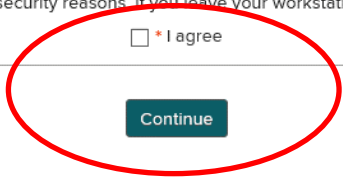
STAR Income Verification Security Contract

* Required field

Security contract

NYS ORPTS has designated this application for "**Secure Access**", meaning that this application is available only to Real Property Assessors, or their authorized designees. Registered users agree to protect the confidentiality of applicant's tax information, to only use such information for the purposes of determining STAR eligibility, and not to use or disclose such information for any other purpose. Any unauthorized disclosure of such information shall be deemed a violation of section 805-A of the General Municipal Law. Any member of the Assessment Community who has access to this application, or has granted access to their staff, must immediately notify The New York State Office of Real Property Tax Services when they, or their staff, are no longer required/approved to enter STAR exemption data. For security reasons, if you leave your workstation, you are required to log off the application.

* I agree



9. Select the desired report.

Report name
STAR Reports
Enhanced STAR Eligibility Report - Report #1
Income Greater than \$250,000 Report - Report #2
Voluntary Exemption Removal Report - Report #3
IVP Tool Reports
IVP Summary Report
IVP Daily Edit Report
IVP Closed Report
2019 Reports
Senior Income Level Report
NYS Tax Return Deceased Report

Download the reports

1. Read the instructions on the top of the report page. Select the SWIS code for your municipality and enter your search criteria. The search criteria and required fields will vary based on the report.

Search

SWIS code: * ▼

Levy year: * ▼

Mobile home or co-op: ▼

Reports

Date:

Created for:

School tax year	Category	Print key	Mobile home co-op	Address	Name
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2. You can view the search results at the bottom of the screen or save the report by selecting *Download Report*.

Report Information

Date: **04/03/2020 03:15 PM**

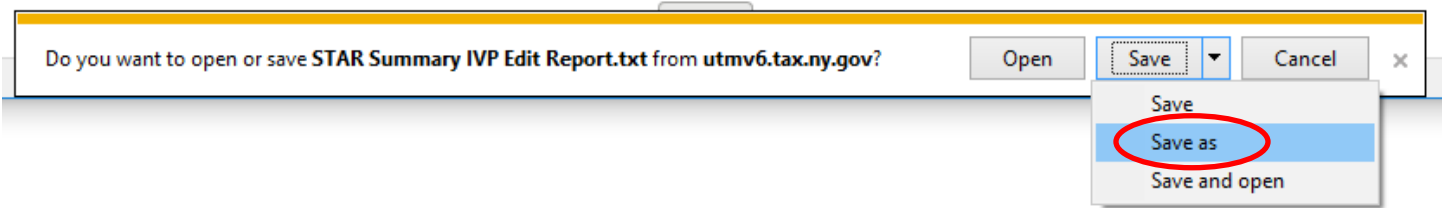
Created for:

Download Report

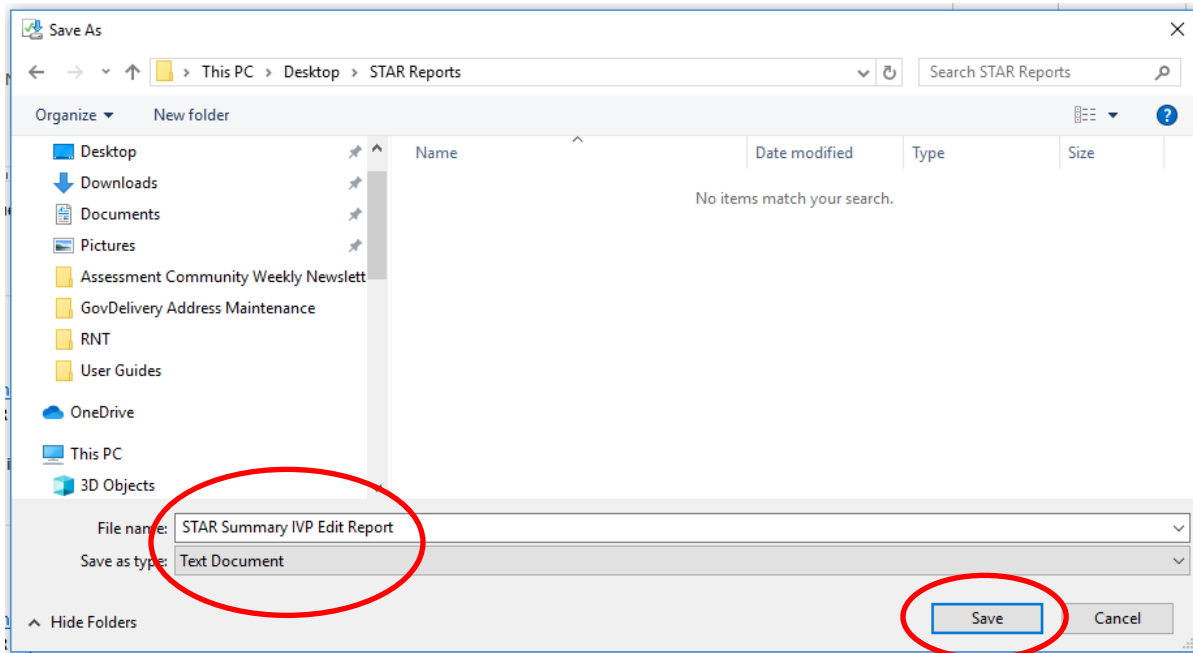
1 through 9 of 9

School tax year	Category	Print key	Mobile home co-op	Address	Name
2020	New	11.25.3			ROBERT BROWN (XXX-XX-2963)
2020	New	100.-1-10		679 HIGH POINT RD	ROBERT BROWN (XXX-XX-2963)
2020	New	101.-1-12		760 SICKLE HILL RD	JAMES LOPEZ (XXX-XX-3058)
2020	New	101.-1-4		1466 HIGH POINT RD	BARBARA BILLINGS (XXX-XX-3059)
2020	New	102.-2-12.100		WILLSIE RD	SAMUEL DE CHAMPLAIN (XXX-XX-7657)
2020	New	103.-1-24.3		WOODSTOCK RD	TESTER TEST (XXX-XX-2741)
2020	New	104.10-1-2			RICHARD BYRD (XXX-XX-1351)
2020	New	79.-3-49	Mobile Home	PINE PARK ROAD, UNIT NO. 12	SAINT Q WALBURGER II (XXX-XX-1453)
2020	Existing	89.-1-18		559 SICKLE HILL RD, 12023-3311	JOAN M MULLEN (XXX-XX-5105)

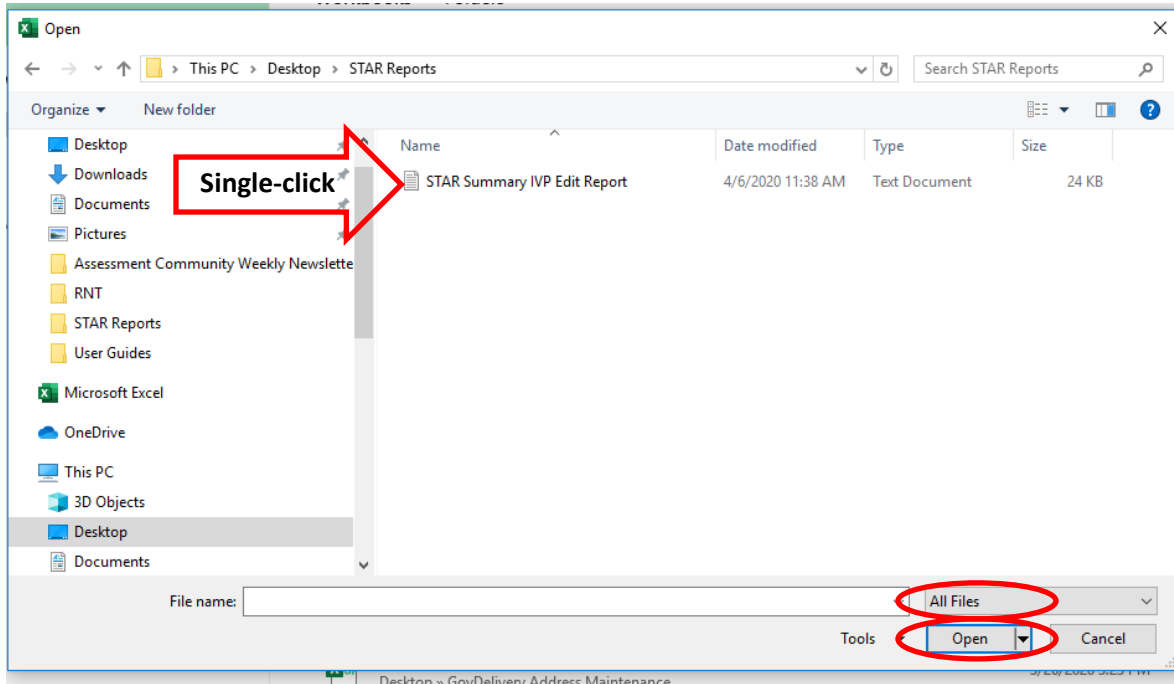
12. After selecting *Download Report*, select *Save as* in the pop-up box.



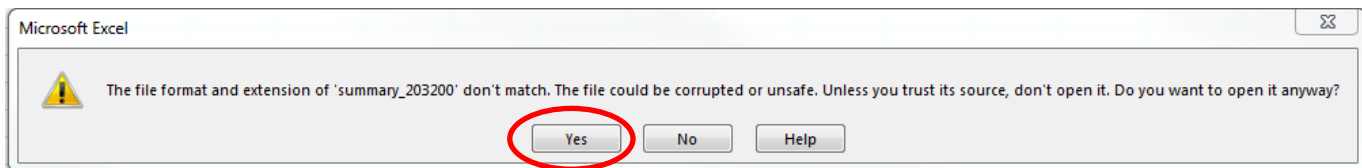
13. Designate and remember where you save the file. Do not change the *Save as type*. Select *Save*.



14. Open Microsoft Excel. Select *Open* and browse to the file location. Single-click on the file and select *Open*. (If the file is not displayed, be sure *All Files* is selected.)



15. If you receive the following message, select *Yes*. Otherwise, continue.



16. In the *Text Import Wizard – Step 1 of 3*, select *My data has headers*, then select *Next*.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

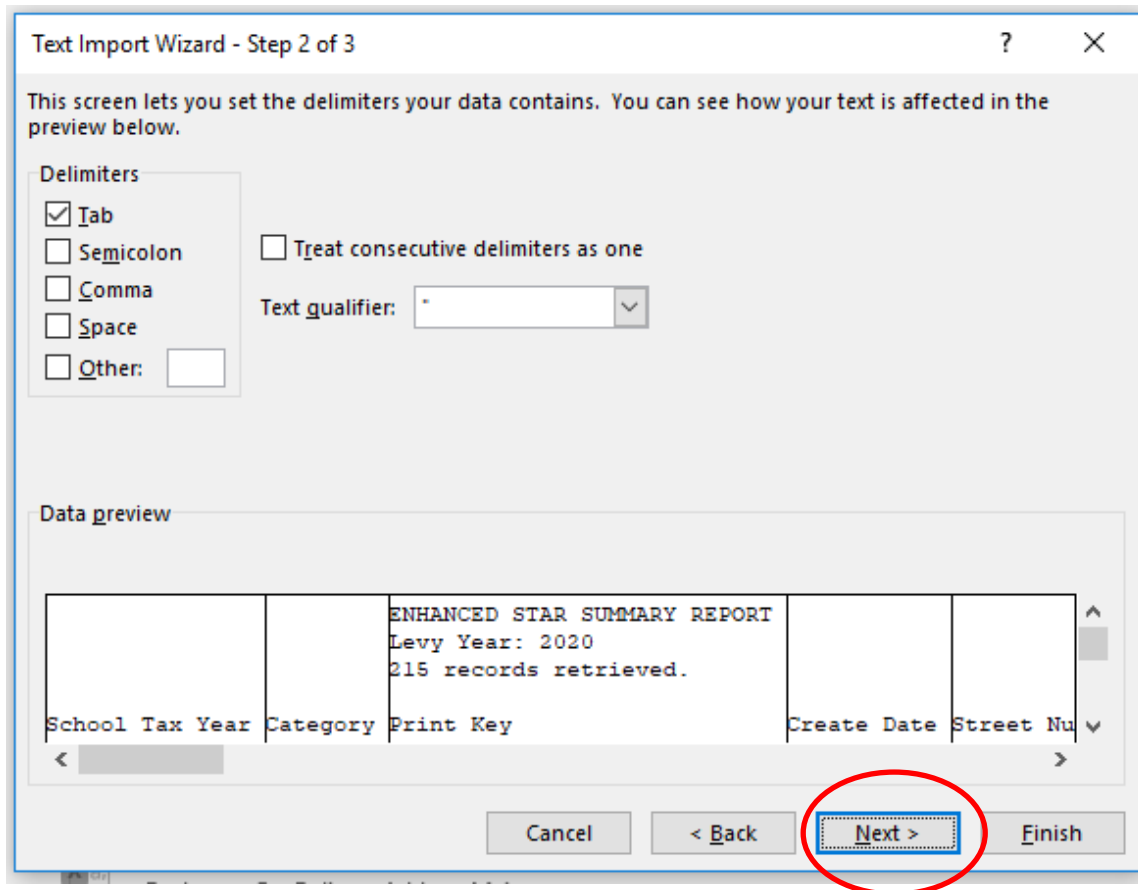
My data has headers

Preview of file C:\Users\t57344.000\Desktop\STAR Reports\STAR Summary IVP Edit Report.txt.

1	ENHANCED STAR SUMMARY REPORT
2	Levy Year: 2020
3	215 records retrieved.
4	
5	School Tax YearCategoryPrint KeyCreate DateStreet NumberStreet Prefix

Cancel < Back **Next >** Finish

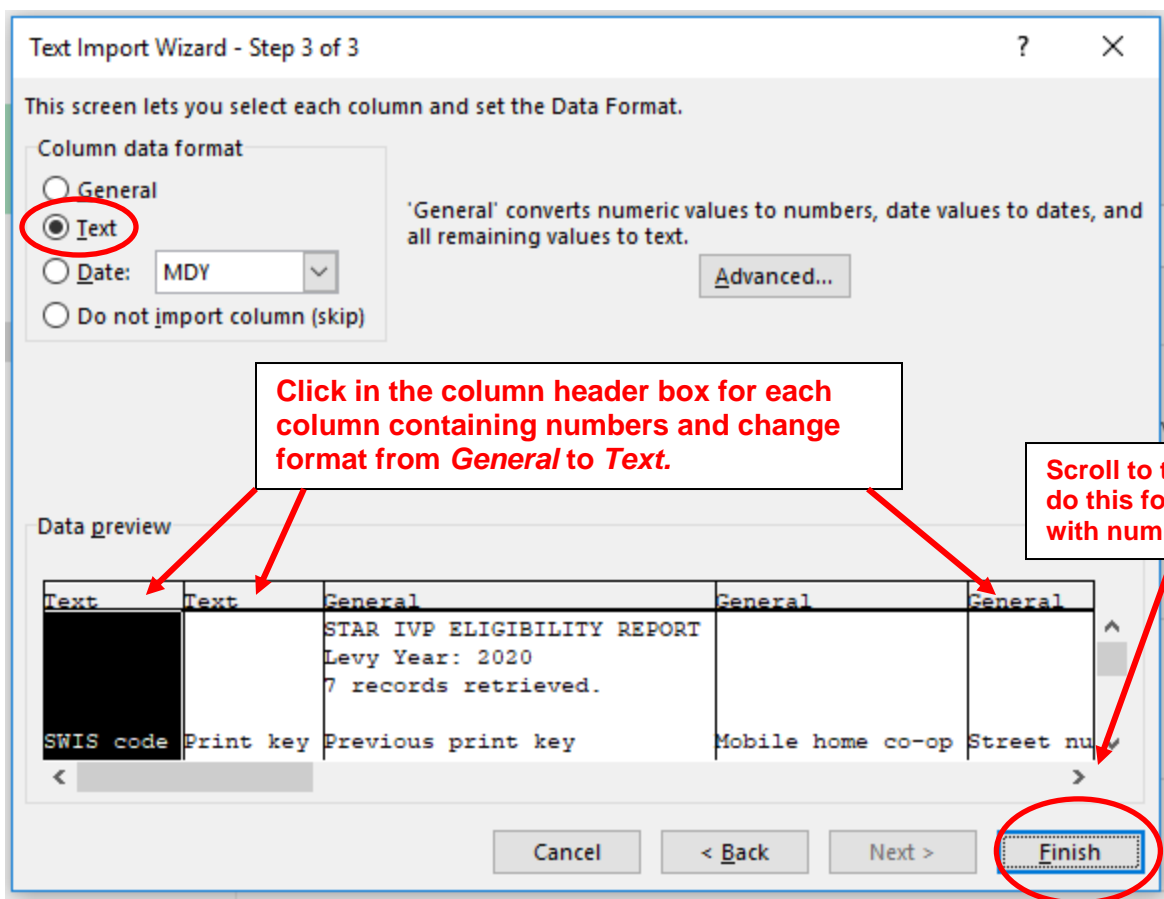
17. In the *Text Import Wizard – Step 2 of 3*, select *Next*.



18. In the *Text Import Wizard – Step 3 of 3*, you'll need to convert all columns with numbers to text format. This step is necessary to preserve the correct formatting for any fields that may contain numbers beginning with a zero. Highlight each column by clicking in the top box of the column labeled *General*, then select *Text* under the *Column data format* choices. Do this step for each of these columns:

- SWIS code
- Print key
- Previous print key
- Street number
- Unit number
- Previous unit number
- Date of report
- Sort key

Then select *Finish*.



19. Print or save your report. If any of the columns have pound signs (#) – widen the column until the digits for date and time appear.