

January 30, 2016

Dear Homeowner:

You are receiving this letter because the application period for the Elderly/Disabled Homeowner tax relief program has begun. Enclosed are filing requirements, qualifying income information and an application.

Key points to remember in filling out the application:

- Complete all items numbered 1 to 8. Enter zero for any which do not apply to you. For example, if you have no nontaxable interest, enter "0" on line 7-b.
- Enter only whole dollar amounts.
- Be sure to read the affidavit in item 8, sign and date.

Proof of all income received in the calendar year 2015:

- If you file a Federal Income Tax Return, attach a copy of the 2015 return to your application, along with a copy of SSA-1099 from Social Security.
- If you do not file a Federal Income Tax Return, send copies of ALL income statements for calendar year 2015, including Form 1099 from Social Security, wage and pension statements, statements from your bank(s) showing total interest earned, et cetera.

Filing Deadline

- The filing period is February 1, 2016 – May 15, 2016.
- Applications and proof of income can be mailed if postmarked on or before March 15, 2016.
- Applications filed March 16, 2016 – May 15, 2016 must be done in person at the assessor's office.
- Incorrect, incomplete or illegible forms will be returned to you for correction. That will not relieve you from meeting the May 15, 2016 final deadline. If the office has not received your complete form by that date, you will not receive the benefit on your July 2016 tax bills.

The Connecticut Office of Policy and Management has a publication answering many questions about the Elderly/Disabled Homeowner program. It is available on the assessor web site, <http://www.sterlingct.us/departments/assessor/>. Click on the Homeowners link under Information.

If you have any questions please call me at (860) 564-3030 or email assessor@sterlingct.us. The office hours are Monday and Tuesday 8:00 am to 4:30 pm; Wednesday 8:00 am to 6:00 pm; and Thursday 8:00 am to 4:00 pm.

Sincerely,

William Sebastian
Assessor