



TOWN OF LANCASTER
BOARD OF ASSESSORS

Community Preservation Act (CPA) Surcharge Exemption
Application for Fiscal Year 2024

A new application is required each year.

The filing deadline is April 1, 2024. This deadline cannot be extended or waived by the Board of Assessors for any reason.

Per state law, if an exemption is granted, the exemption amount can only be applied to the Actual (not Preliminary) Tax Bills. Preliminary is the 1st & 2nd quarter bills, Actual is the 3rd & 4th quarter bills.

Please do not write "see attached" or "same as last year" in any field on application.

Incomplete applications or those without the proper documentation will be returned.

Qualifications

- Must own and occupy the property as residence as of January 1, 2023
 - o See page 2 for properties held in trust
- Must meet income guidelines
 - o See page 2 deductions and dependents

Annual Income Limit for the CPA Exemption

Household Size	Senior Household Type: Property Owned by Senior (60+)	Non-Senior Household Type: Property Owned by Non-Senior (<60)
1	\$103,320	\$82,656
2	\$118,080	\$94,464
3	\$132,840	\$106,272
4	\$147,600	\$118,080
5	\$159,408	\$127,526
6	\$171,216	\$136,973
7	\$183,024	\$146,419
8	\$194,832	\$155,866
These income limits are adjusted for household size and are based on the FY2023 median income published by HUD (\$147,600)		

Proof of income is required

Your **Income** (gross receipts) means income from all sources and is broader than taxable income for federal or state income tax purposes. Income includes but is not limited to; salary, wages, social security, rental income, interest, dividends, distributions, pensions and all other retirement benefits.

Incomes from all household members who are 18 or older and not full time students during the previous calendar year are included.

Documentation, please provide:

- ◆ Copy of Birth Certificate, if Senior 60 or older, first time applicants only
- ◆ Complete 2022 Federal Income Tax Return
 - o a 2022 tax return for all members of household who are 18 or older and not full time student must be provided
 - o See below for alternatives if you do not file an Income Tax Return
- ◆ Evidence of residency, ownership and occupancy may be requested

For Properties Held in Trust

The applicant must be a Trustee of the Trust **and** have a beneficial interest in the property

Trust documentation must be provided

Include the following (unless already on file with the Assessors' Office*)

*If you have provided trust documentation in the past and nothing has changed with the Trust, please do not send in again.

- ◆ A copy of the entire Trust Document, including the Schedule of Beneficiaries
- ◆ A copy of any amendments made to the trust and or Trustees since July 1, 2022
- ◆ A copy of any amendments made to the Schedule of Beneficiaries

If you do not file a Federal Income Tax Return

Please request a "NON-FILING OF TAX RETURNS" affidavit.

Also in order to verify income, please enclose;

- ◆ State Income Tax Circuit Breaker (Schedule CB)

Or

- ◆ All 2022 1099 forms
- ◆ All 2022 W-2 forms

Deductions

Allowance for Dependents

- Number of dependents on January 1 (not including spouse) x \$300 (Established by the State Department of Housing and Community Development, 760 Code of Massachusetts Regulations 6.05(4)).
 - Applicant must provide proof of number of dependents.

Medical Expenses (certain)

- Total out of pocket medical expenses of all household members for the preceding calendar year, (total must exceed 3% of household annual gross income in order to be deducted).
- Out of pocket medical expenses must be documented and includes: health insurance premiums, payments to doctors, hospitals and other health care providers, diagnostic tests, prescription drugs, medical equipment or other expenses not paid or reimbursed by employers, public/private insurers or other third parties.

After deductions, Income cannot exceed the Annual Limits for Household Type and Size (see chart on page 1).

Your application cannot be processed unless it is completed and all required documents have been received.