TOWN OF NORWOOD MASSACHUSETTS

Human Resources Department
566 Washington Street, Norwood MA 02062
Phone: (781) 762-1240
Fax: (781) 278-3014
hr@norwoodma.gov

January 28, 2016

Dear Senior Tax Work Off Applicant:

Thank you for your interest in the FY17 *Senior Tax Work Off Program* with the Town of Norwood. Attached is the application which must be completed and returned to the Human Resources Department in order to be considered for the program.

Please note incomplete applications will not be considered and will not be returned to the applicant for completion.

If this is your first year applying for the program, please include any additional information that may be helpful in placing you within a department, such as:

- Resume
- Department preference
- Hours per week preference
- Any other restrictions

Please note, submission of your application does not guarantee placement within the program. Also see the enclosed letter from the Town Treasurer regarding possible tax implications.

If you have any questions or concerns regarding this application or the program please contact the Human Resources Department at (781) 762-1240 or email hr@norwoodma.gov.

Sincerely,
TOWN OF NORWOOD

Michelle Pizzi
Human Resources Director

TOWN OF NORWOOD

FISCAL YEAR 17 SENIOR TAX WORK OFF PROGRAM

The Town of Norwood by vote of the special town meeting in March of 2004 has accepted the "Senior Tax Work-off Program" as outlined in Ch127 s.59 of the acts of 1999. Residents 60 years of age and older are eligible to work off up to $500 in property taxes a year at the minimum wage rate ($10.00 per hour) provided they meet certain guidelines.

TOWN OF NORWOOD PROGRAM GUIDELINES FOR FISCAL YEAR 2017

- **Hourly Rate - not to exceed $10.00 per hour (the state's minimum wage).**
  $10.00 per hour to be used to compute tax reduction, not to exceed $500.00 per fiscal year (approximately 50.00 total hours).

- **Volunteer period**
  For the FY17 tax bill, seniors are eligible to volunteer their services under this program between **January 1, 2016 and November 30, 2016**.

- **Income Limitations**
  Married couples ------ $40,000.00
  Single ---------- $30,000.00

- **Ownership**
  Taxpayers **must be the assessed owner of the property** on which the tax to be abated is assessed, or have acquired ownership before the work is performed and the abatement is applied. **If the property is subject to a trust, the senior must have legal title, i.e., be one of the trustees**, on the applicable January 1 assessment date, or at the time the work is performed.

- **Other Limitations**
  Taxpayer must be 60 years of age or older and reside at the location that the tax reduction will be applied. In the case of multiple owners each may request the reduction as long as they reside at the specified location.

ACCOUNTING FOR ABATEMENTS

Volunteers may work January 1, 2016 through November 30, 2016 for a FY17 tax bill deduction. Reductions must be applied to the actual tax bill for the fiscal year shown on the tax bill as an abatement or credit against the amount due. All reductions will be charged against the Assessor's overlay account.

TREATMENT OF REDUCTION

The amount of the property tax reduction the taxpayer receives under this statue is not considered income or wages for purposes of **state income tax** withholding, unemployment compensation or workmen's compensation. However, you may have to declare the amount ($500) as an earning on your federal income tax for the year that you were credited the amount. **See attachment for additional details.**

STATUS OF VOLUNTEERS
Taxpayers performing services in return for property tax reductions are employees for purposes of municipal tort liability. Municipalities will therefore be liable for damages for injuries to third parties and for indemnification of the volunteers to the same extent as they are in the case of injuries caused by regular municipal employees.

How to apply for a volunteer opportunity:

1. Fill out **both part 1** (Tax Work Off Application) and **part 2** (Confidential Financial Data) forms and submit to:

   Human Resources Department
   Town of Norwood
   566 Washington Street
   Norwood, MA 02062

2. Application forms are available at the Human Resources Office, General Manager's Office, and the Senior Center, or by download from the Town website www.norwoodma.gov.

3. All applications received before June 30, 2016 will be reviewed for eligibility. Applications received after July 1, 2016 will be reviewed for eligibility dependent on remaining volunteer opportunities. **Incomplete applications will not be considered and will be returned to applicant for completion.**

4. Applicant will be notified of acceptance and any available volunteer opportunities will be shared with the applicant.

5. If selected, the applicant works on a mutually agreed upon schedule with their assigned department.

6. Applicant and/or supervisor(s) are required to keep a timesheet of all volunteer hours worked. Timesheets with accrued hours volunteered through November 30, 2016 **should be signed by the Department head or supervisor and submitted to Human Resources no later than Friday, December 2, 2016**. Human Resources will forward information to the Assessors Office for the tax credit.

TOWN OF NORWOOD Senior Tax Work Off Program FY17
APPLICATION (Part 1)

Date of application: _____

NAME _____ DOB: _____
Last First Middle Initial

ADDRESS: _____

_____

PHONE: _____ **E-MAIL:** _____

If you are a previous program participant, what Department or location did you work in?

_____

Are you willing to have a repeat placement? _____

Please check all experience/skills, either through past jobs or other volunteer experiences that you have and are willing to apply to a Town placement:

Office work _____ Computer skills _____

Data Entry _____ Customer service experience _____

Phone answering _____ File management _____

Xeroxing/collating _____ Bookkeeping _____

Yard work _____ Light Maintenance _____

Shelving books _____ Other _____

_____

_____

Do you have any physical limitations that need to be considered in placing you in a volunteer position? _____

_____

Please attach a copy of your **most recent property tax bill** with this application along with a description of your work history. Please read the following statement. If you agree, sign below and enter the date.

I understand that only the hours worked between January 1, 2016 and November 30, 2016 will be eligible for the FY17 tax abatement. I understand that I will receive up to $500 to be applied against my Town of Norwood residential property tax. As a volunteer for the Town of Norwood, I agree to abide by all the Town's rules and regulations.

Signature: _____ Date: _____

The Town of Norwood is an equal opportunity employer M/F/D/V and does not discriminate based on race, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status.

TOWN OF NORWOOD – Senior Tax Work Off Program FY17
CONFIDENTIAL FINANCIAL DATA SHEET (Part 2)

Date of Application: _____

NAME _____ Soc Sec # _____
Last First Middle Initial

LEGAL ADDRESS:

_____

_____

PHONE: _____ **E-MAIL :** _____

GROSS INCOME VERIFICATION (this information must be provided)

Retirement Benefits: _____

Other Pensions: _____

Wages, Salaries: _____

Veteran Benefits: _____

Interest and Dividends: _____

Rental Income: _____

Other: _____

TOTAL: _____

The information above is accurate to the best of my knowledge. I understand that I may be required to submit proof of income in the form of W-2's, income tax forms, etc.

Signature: _____ Date: _____