JERRY BOONE
Commissioner

SUSAN E SAVAGE
Assistant Deputy Commissioner

TO: School Business Officials

FROM: Department of Taxation and Finance, Office of Real Property Tax Services

SUBJECT: School data required for property tax relief programs

As you know, a number of programs have recently been enacted into law to provide tax relief to school district homeowners. To ensure that they receive the benefits they deserve in a timely manner, we must ask all school districts to provide us with the following data as soon as their 2016-2017 school tax bills have been prepared:

- **School tax rates** for all municipal segments in your district
    o   Although we collect school tax rates annually, this year we need them on an expedited basis
- **School tax bill data files**

We will use this information for purposes of:
1. The STAR credit program: School tax rate data is critical for taxpayers who have transitioned to this new program and we need it to calculate STAR credit amounts.
2. The property tax relief credit program: We need school tax bill data files to calculate property tax relief credit amounts.

Please use the attached spreadsheet to enter school tax rates (per $1,000 of assessed value) for each municipal segment in your school district, excluding the library levy, if any. Enter this information on the worksheet titled **Enter Data Here**.

- See the worksheet **School District Reference**, for a complete listing of municipal segments in your school district.
- These instructions are also included in the spreadsheet for your convenience.

If one or more municipal segments in your school district use dual tax rates, enter class rates (homestead and non-homestead) on separate worksheet rows.

Tax rates must be carried out to six decimal places. Please enter trailing zeros if your tax rate is not carried out to six decimal places (i.e.: 26.765400)

IMPORTANT:

To process timely STAR and Property Tax Relief credits for eligible taxpayers in your jurisdiction, we must receive school tax rate data no later than **seven days after your school board adopts the rates**.
Data we receive after this date may cause their checks to be delayed.

School districts are responsible for submitting school tax rate data. If your school tax bill data files will be provided to us by your school tax bill processor, please forward this request to them as soon as possible.

Please send your completed spreadsheets to school.taxrates@tax.ny.gov as soon as possible. Thank you for your cooperation.

Questions?
- Contact us at school.taxrates@tax.ny.gov
- For more information on the property tax relief credit program, see
  https://www.tax.ny.gov/pit/property/property-tax-relief.htm
- For more information on STAR program changes ,see
  https://www.tax.ny.gov/pit/property/star/default.htm