



## CITY OF PITTSFIELD

### Senior Tax Work Off Program

The City of Pittsfield recognizes the vast array of knowledge and skills that its senior citizens possess. The city is offering the opportunity for seniors to contribute this knowledge to the community and receive a tax abatement on their property taxes. Hours worked will be paid no less than the current Massachusetts minimum wage with a maximum abatement of \$1,000.00. This program can be combined with other exemptions.

Participants must be age 60 or over at the time of application. Eligible properties must be classified as residential, and must be owned and occupied by the participant at the time the work is performed. There will be a limit of two participants per eligible property; however, the total abatement cannot exceed the maximum exemption of \$1,000.00. Income eligibility shall be determined by using the locally adopted income eligibility guidelines of Massachusetts General Law Chapter 59, Section 5, clause 41C. (plus an additional \$5,000.) The selection of participants will be based on need and shall be valid for one year. Qualified volunteers not selected for this program will be placed on a waiting list in order of need, in the event that other opportunities become available. The city is not obligated to offer another position if a volunteer refuses an assignment. Active municipal employees are not eligible for the Senior Citizen Tax Work-Off program.

If you are married, your yearly income cannot exceed \$34,776.00. For an individual, yearly income cannot exceed \$29,444.00. All volunteer work must be completed between June 1, 2016 and November 30, 2016. For further information on applications please contact the Assessors' Office at (413) 395-0102.

Attached are the application and other necessary information related to the program. Applications must be postmarked or received by the Assessors' office by April 30, 2016.

**PLEASE DO NOT RETURN THIS PAGE WITH APPLICATION**

## **ON THE JOB REQUIREMENTS**

- Must complete both a W-4 form along with a W-2 form.
- Must commit to hours of volunteer service, as assigned by the Program Coordinator, within the specified time frame, and in accordance to the schedule set by your department supervisor.
- Must notify department supervisor of schedule changes and absences.
- Must show up and be on time for volunteer work for the scheduled hours.
- Must adhere to any and all laws, policies, and procedures followed by the City of Pittsfield.

## **APPLICATION CHECKLIST**

- Completed Application Form.
- Copy of Birth Certificate or Massachusetts Driver's License.
- Copy of 2015 Federal Income Tax Return.
- Copy of all income Statements for 2015 calendar year including Social Security, pensions, interest and dividends

## **ELIGIBILITY**

- Must be age 60+ at the time of application.
- Property must be owned and occupied by the participant.
- Must have an annual income less than \$34,776 if you are married and less than \$29,444 for an individual.
- Must own and occupy the property on which exemption is being filed for.

**PLEASE DO NOT RETURN THIS PAGE WITH APPLICATION**



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Description of Responsibilities

2)

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Company/Organization Name

Dates of Employment

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Supervisor

Phone Number

Address

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Description of Responsibilities

<b>VOLUNTEER EXPERIENCE</b>
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In the following section, please complete the information for any volunteer experience you possess. Attach any additional volunteer experience to the back of this application.

1)

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Organization Name

Volunteer Dates

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Supervisor

Phone Number

Address

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Description of Responsibilities

2)

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Organization Name

Volunteer Dates

---

Supervisor

Phone Number

Address

---

Description of Responsibilities

<b>REFERENCES</b>
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In the following section, please complete the information for your references. Please note, relatives may not be listed as references.

1)

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First & Last Name

Phone Number

Affiliation

2)

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First & Last Name

Phone Number

Affiliation

3)

First & Last Name	Phone Number	Affiliation
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**CITY AFFILIATION DISCLOSURE**

In the following section, please disclose any relatives employed by the City of Pittsfield. Please note, having relatives employed by the City does not mean disqualification from the program. Please attach any additional names to the back of this application.

1)

First & Last Name	Phone Number	Affiliation	City Dept.
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2)

First & Last Name	Phone Number	Affiliation	City Dept.
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**AVAILABILITY & PREFERENCES**

In the following section, please complete the information with regards to your availability.

1) Are you currently employed? \_\_\_\_\_ YES \_\_\_\_\_ NO

2) When are you available? (Circle all that apply)

Month(s):

January	February	March	April	May
June	July	August	September	October
	November	December		

Day(s) of Week:

Monday	_____ AM/PM	to	_____ AM/PM
Tuesday	_____ AM/PM	to	_____ AM/PM
Wednesday	_____ AM/PM	to	_____ AM/PM
Thursday	_____ AM/PM	to	_____ AM/PM
Friday	_____ AM/PM	to	_____ AM/PM
Saturday	_____ AM/PM	to	_____ AM/PM
Sunday	_____ AM/PM	to	_____ AM/PM

3) Please select what type of community service you would like to perform. Check up to 3 options:

_____ Customer Service	_____ Clerical	_____ Senior Programming
_____ Bookkeeping	_____ Gardening	_____ Information Technology
_____ School Support	_____ Other ( _____ )	

4) Do you possess a valid Massachusetts Driver's License? \_\_\_\_\_ Yes \_\_\_\_\_ No



## APPLICATION OF CREDITS TO TAX BILLS

Please read and initial in the box provided to indicate understanding of the Application of Credits:

	<p>The program shall run from June 1, 2016 to November 30, 2016. All work must be completed by November 30. Reductions earned by November 30 will be applied to the actual tax bills for the fiscal year, and shall be equally split between the third and fourth quarter tax bills. Any unused credits (due to credits being larger than the tax bills) shall be lost and not carried forward to a future tax year. Earned abatements may only be applied to the percentage of the property that is owner occupied</p>
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## CONDITIONS OF PARTICIPATION

Please read and initial each box to indicate understanding of these Conditions of Participation:

	<p>Participants will be credited for actual hours worked, but must not exceed 100 hours before November 30, 2016.</p>
	<p>Participants will not receive any benefits and will not receive any credit for holidays, sick days, or personal days.</p>
	<p>Participants' positions shall not include any position staffed by RSVP.</p>
	<p>Participants participating in the program are considered employees for purposes of municipal tort liability. Municipalities are 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. Any incidents that cause liability to the City should be immediately reported to the Department Director overseeing that participants work.</p>
	<p>Participants may be dismissed from the program at any time with just cause. Participants may choose to end their participation in this program at any time by providing one week's written notice to The Pittsfield Mayor's Office. Participants who leave the program will not be eligible for return the following fiscal year.</p>

