



Property key:

Property description:

## **You must register to continue receiving the Basic STAR property tax exemption.**

According to our records, you own the property identified above, and have been receiving a Basic STAR property tax exemption on it. However, you have not yet registered with the New York State Tax Department. To continue receiving the Basic STAR exemption, you must register. The exemption application you originally filed with your local assessor does not satisfy this requirement.

### **Homeowners who are not registered will not receive the STAR exemption in 2025.**

The Basic STAR exemption is available for owner-occupied, primary residences where the combined income of resident owners and their spouses is \$250,000 or less. If your 2023 income is more than \$250,000, but less than or equal to \$500,000, you may be eligible for the STAR credit instead of the STAR exemption. We will determine which benefit you qualify for once you register.

To avoid losing your Basic STAR exemption, you must register within 45 days of the date of this letter. If you do not own this property, or you believe we sent you this letter in error, please let us know by calling the telephone number shown below under *Questions?*.

### **What to do next**

1. Before you begin, have the following information available:

- names and Social Security numbers for all owners of the property and their spouses
- name of the school district where your primary residence is located
- approximate date you purchased the property
- names of the sellers (not required, but may help to expedite processing)
- most recent school tax bill
- address of any residential property owned in another state
- legal name of the trust, if applicable
- 2023 federal or state income tax returns for all owners and any owner's spouse who resides at the property. If any of these individuals were not required to file a 2023 income tax return, you will need to provide financial information for them.

2. Visit [www.tax.ny.gov](http://www.tax.ny.gov)

- Type *Online Services* into the *Search Tax* box (upper right corner) and select *Enter*.
- Select *Online Services*.
- Log in to your Individual Online Services account or create one.
- Select the ≡ *Services* menu in the upper-left corner of your screen, then choose *Real property tax*.
- From the expanded menu, select *Homeowner Benefit Portal*.
- Select *Register* and follow the prompts to register for STAR.

**Important:** As part of the registration process, we will ask you for a Property Key.

**Use this key:**

**Do not delay**

If you do not register within 45 days of the date of this letter, we will instruct your assessor to remove your STAR exemption for 2025.

**After you register for STAR**

You will receive the STAR exemption or credit you are entitled to for as long as you continue to qualify. If we require additional information, we will notify you by mail.

**Questions?**

- Visit our website (search: *STAR*)
- If you do not have access to the Internet, call the New York State Tax Department (not your local assessor) at 518-457-2036 weekdays between 8:30 a.m. and 4:30 p.m.