



*Town of Sudbury Board of Assessors*  
*278 Old Sudbury Road*  
*Sudbury, MA 01776*  
*(978) 639-3395*

Greetings:

Enclosed please find the FY 2020 Senior Means Tested Application material.  
Please be advised that the deadline to submit an FY 2020 Senior Means Tested Exemption Application is Tuesday September 10, 2019 at 7:00 PM.

Please take a few moments to read the Program Information and Filing Instructions Included in this packet.  
I will be happy to meet with anyone requesting filing assistance. I encourage you to either call or send an email to schedule an appointment.

(phone): 978-639-3395

(email): [gerryyc@sudbury.ma.us](mailto:gerryyc@sudbury.ma.us)

Thank you,  
Cynthia Gerry  
Director of Assessing  
Town of Sudbury

Beginning July 8, 2019 and ending August 23, 2019 the Assessing Department will operate on a compressed summer schedule as follows:

Monday, Wednesday, Thursday: 8:00 a.m. to 5:00 p.m.
Tuesday: 8:00 a.m. to 7:00 p.m.
Friday: <b>Closed</b>



MEANS TESTED SENIOR EXEMPTION TOWN OF SUDBURY  
COMMONWEALTH OF MASSACHUSETTS CHAPTER 169 OF THE ACTS OF 2012 /AMENDED  
CHAPTER 10 OF THE ACTS OF 2016

Instructions for Filing:

Fiscal Year 2020 Town of Sudbury  
Completed Application and all documentation must be submitted to the Board of Assessors no later than September 10, 2019

Fiscal Year 2020 Town of Sudbury  
MEANS TESTED SENIOR CITIZEN PROPERTY EXEMPTION

Program Information and Filing Instructions

To qualify for the Sudbury Means Tested Senior Exemption applicants must meet age, income, ownership, residency and assessed value requirements as identified below. In addition, the value of all financial assets owned will be considered when determining an applicant's eligibility.

- Age 65 years or over.
- Calendar Year 2018 Income not to exceed the following (as determined by the 2018 Massachusetts State Income Tax Schedule CB).
  1. \$58,000 or less for a single filer or
  2. \$88,000 or less for joint filers, or
  3. \$73,000 for head of household.
- Own and occupy the property. Owner or co-owner must have lived in Sudbury for at least 10 consecutive years.
- The assessed value of the home cannot exceed the prior year's average assessed value of a Sudbury single-family home plus 10%. That means this year's maximum allowable assessed value is **\$820,200**.
- The applicant must not own "excessive assets" that place him/her outside of the intended recipients of this exemption.

If you have questions or concerns, please contact the Assessor's Office either by phone: 978-639-3395 or by email: [gerryc@sudbury.ma.us](mailto:gerryc@sudbury.ma.us).

**Preparing to File:**

Please gather the following necessary documentation which must accompany the filing of the application:

1. A complete executed copy of Schedule CB Circuit Breaker Credit 2018 from your Massachusetts State Income Tax Return. **If you did not file a Massachusetts State Income Tax Return for 2018 you must still complete, and submit a Schedule CB with your application.** If you need a blank Schedule CB Circuit Breaker Credit 2018, please contact our office.

2. A complete executed copy of pages 1 & 2 of your 2018 Federal Income Tax Form 1040.

The completed application along with above-mentioned items 1 & 2 must be received in the Assessor's Office: 278 Old Sudbury Rd. Sudbury, MA. 01776. 1<sup>st</sup> Floor Flynn Building on or before September 10, 2019 (at 7:00 p.m.).

THE DEADLINE CANNOT BE EXTENDED OR WAIVED BY THE ASSESSORS FOR ANY REASON. IF THE APPLICATION IS NOT TIMELY FILED OR IS INCOMPLETE BY THE DEADLINE FOR SUBMISSION, YOU LOSE ALL RIGHTS TO THIS EXEMPTION AND THE ASSESSORS BY LAW CANNOT GRANT THIS EXEMPTION.

**HOW WILL MY EXEMPTION AMOUNT BE DETERMINED?** The Sudbury exemption program is intended to help qualifying seniors reduce their real estate tax burden. The exemption amount is determined by several factors including the amount of the original tax, the qualifying income, and the funding cap established annually by the Board of Selectmen. We will not know the actual benefit amount until the January 2020 tax bills are calculated.

**WHEN SHOULD I EXPECT TO SEE THE REDUCTION IN MY TAX BILL?** Filing of the application will not stay the collection of your taxes. Taxes should be paid as assessed. If your application meets all requirements of the program, your actual FY 2020 tax bill will reflect the exemption. In other words, the exemption benefit will be directly applied to the actual tax bill (issued January 1<sup>st</sup>). If that does not happen for any reason, you will be notified.

### **ASSESSORS APPLICATION REVIEW AND PROCESS**

1. A designated Assessor's staff member will review the submitted application material.
2. The pertinent data from the application (i.e. qualifying income, age, assessed value etc.) will be entered on a worksheet. The applicant's identity will not be detectible on the worksheet. Each application shall be assigned a number. The verified information from the numbered application will be entered on the worksheet for the Board of Assessors review.
3. Those applicants determined to be ineligible will receive written notification as to their ineligibility. The eligible applicant pool is expected to vary from year to year. Eligibility in one year does not guarantee eligibility the following year. Applicants should understand that each year's qualification is subject to Circuit Breaker eligibility during the prior calendar year. In other words, in order to qualify for the program in FY 2020 the applicant must have met the income criteria of the 2018 Circuit Breaker State Income Tax Credit.
4. If you ordinarily file for the Veteran's, Blind, Surviving Spouse, Senior over the age of 65, Senior Tax Deferral (Clause 41A) etc. do not let the filing of this application deter you from applying for the traditional programs.

***The Board of Assessors may deny an application if it finds that the applicant has excessive assets that places the applicant and any co-owners outside of the intended recipients of the Exemption.***

FY 2020 MEANS TESTED SENIOR EXEMPTION  
TOWN OF SUDBURY

APPLICATION FOR EXEMPTION General Court of the  
Commonwealth of Massachusetts Chapter 169 Acts of 2012  
Chapter 10 of the Acts of 2016

THIS APPLICATION IS NOT OPEN TO PUBLIC INSPECTION  
Application Deadline September 10, 2019

OWNER/APPLICANT SECTION

A. Name of Assessed Owner(s): \_\_\_\_\_

B. Date of Birth:

\_\_\_\_/\_\_\_\_/\_\_\_\_

C. Marital Status:

\_\_\_\_\_

D. Phone:

\_\_\_\_\_

E. Legal Residence:

F. Mailing Address if Different:

G. Did you own the property identified  
in § E. above on December 31, 2018?

\_\_\_\_\_

If yes, were you:

Sole Owner \_\_\_\_\_

Co-owner with spouse only \_\_\_\_\_

Co-owner with other(s) \_\_\_\_\_

H. Was the title to the property held in a trust as of December 31, 2018?  
If yes, please attach all trust instruments including schedules.

CO-OWNER AGE ELIGIBILITY & RESIDENCY SECTION

I. Were all co-owners at least 60 years of age on or before December 31, 2018? \_\_\_\_\_

J. If yes, please state the full name and date of birth for all co-owners:

Co-owner 1 Name: \_\_\_\_\_

Co-owner 1 D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Co-owner 2 Name: \_\_\_\_\_

Co-owner 2 D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Co-owner 3 Name: \_\_\_\_\_

Co-owner 3 D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

K. Have you or a co-owner owned  
and occupied property in  
Sudbury as your primary  
domicile for at least 10  
consecutive years prior to  
December 31, 2018?

\_\_\_\_\_

If no, please tell us the years you have lived  
consecutively in Sudbury:

From: \_\_\_\_\_

Through: \_\_\_\_\_

REQUIRED DOCUMENTATION

L. The following documentation is required as part of your application and must be submitted by application filing deadline:

- Pages 1 & 2 of 2018 Federal Income Tax 1040, 1040A, 1040 EZ etc.
- 2018 Schedule CB Circuit Breaker
- Trust documentation (if applicable, see § H. above)

Please note: Even if you did not file a Massachusetts State Income Tax Return, you must complete, execute and submit a Schedule CB Circuit Breaker 2018.

**ASSETS/VALUE OF PROPERTY OWNED**

M. Real Estate (List Below)		
Primary Domicile Address:	Assessed Value FY 2019	Amount due on Mortgage(s)
	\$	\$
Other Real Estate Address(es): _____	\$	\$
_____	\$	\$
<b>Total</b>	\$	\$

N. Personal Property (List Below)		
Bank Accounts:	Total Value of all bank accounts	\$
Stocks, Bonds, Securities:	Total Value of all stock, bonds, securities	\$
Any other personal property including cash value of whole life insurance policies, retirement accounts:	Total Value of other personal property	\$

**DEBTS/LIABILITIES**

O. Please describe with specificity your debts other than the mortgages listed above, if any:	Amount
	\$
	\$

**Signatures**

**P. BY SIGNING BELOW, I REPRESENT THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION CONTAINED IN THIS APPLICATION AND ALL ACCOMPANYING DOCUMENTS AND STATEMENTS ARE TRUE, ACCURATE AND COMPLETE.** If signed by agent, attach copy of written authorization to sign on behalf of taxpayer. By the execution hereof, any such agent represents to the best of his/her knowledge after due inquiry, that the information contained in this application and all accompanying documents and statements are true, accurate and complete. Application Deadline: September 10, 2019

Signature of Applicant: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_