

July 5, 2016

## OFFICE OF THE BOARD OF ASSESSORS

36 COURT STREET SPRINGFIELD, MASSACHUSETTS 01103

Clause 22

**FISCAL YEAR 2017**

Dear Homeowner:

Our records indicate that you received an exemption from property taxes for fiscal year **2016**, which ended on June 30. You qualified as an eligible veteran, or as a veteran's spouse or parent.

We request that you consider the following suggestions for this year's application, to save yourself a trip to City Hall and to allow us to serve you in a more efficient manner.

As you may recall, you must file an application every fiscal year in order to receive the exemption. Please use the enclosed application for this year's filing. We begin to accept applications after July 1, which is the first day of the fiscal year. We strongly recommend that you return the completed application within the next two months. If you file by September 1, our office will have adequate time to determine eligibility and to deduct the proper amount from the third quarter tax bill that is scheduled to be mailed on or about **January 1, 2017**. We will continue to accept applications through the official deadline, which is governed by state law and typically is a date in late March.

Please remember to do the following:

- ❑ Complete SECTION A, B and C in its entirety. Indicate N/A if a question is not applicable. Please check the appropriate Clause that you seek along with the required documentation.
- ❑ If you have qualified for 100% disability, please include your Certificate of Disability and complete the form Statement of Employment.
- ❑ **SIGN AND DATE THE APPLICATION** on the back of the form (SECTION D).
- ❑ IF YOU FAIL TO TIMELY FILE YOUR APPLICATION WITH THE ASSESSORS, YOU MAY LOSE YOUR EXEMPTION.
- ❑ IF YOU NO LONGER OWN THE PROPERTY, OR, IF YOUR STATUS HAS CHANGED, PLEASE DISREGARD THIS NOTICE.

Please mail your completed form no later than **SEPTEMBER 1, 2016** to:

**ASSESSORS OFFICE  
CITY HALL  
36 COURT STREET  
SPRINGFIELD, MASSACHUETTS 01103**

If you have questions regarding your exemption or this form, you may call **413-787-6164** and leave a brief message. We will return your call as soon as possible.

Thank you for your co-operation.  
Springfield Board of Assessors