

APPLICATION

SENIOR CITIZEN VOLUNTEER SERVICE AND TAX ABATEMENT PROGRAM

JOB APPLYING FOR: _____

Name: _____

Address: _____

Telephone: () _____

Are you over the age of 60? (as of today)	yes	no
Have you owned and occupied the property as of January 1 of this year?	yes	no
Have you owned and occupied property in Wilbraham for at least 5 years?	yes	no
Do you owe real estate taxes on the above property?	yes	no

Education: (highest level achieved) _____

Employment History/Experience/Profession: _____

Skills, Abilities, Knowledge: _____

Typing/keyboarding: _____ WPM
Computer Skills: Microsoft: Word Excel Access
Other Computer Skills: _____

Driver's License: Class D Other _____

I certify that all statements made on or in connection with this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if selected for participation in this program.

I understand that I will receive compensation in the form of a Property Tax Abatement earned at the rate of \$9.00 per hour worked. I understand that I can earn an abatement of no more than \$1,125.00 per fiscal year for which I need to work a total of 125 hours. I understand that I have to make tax and social security contributions to the federal government and that the actual amount abated from my property taxes will be reduced by the amount of these contributions.

Applicant Signature: _____ Date: _____

Town of Wilbraham
240 Springfield Street
Wilbraham, Massachusetts 01095



Senior Citizen Volunteer Service and Tax Abatement Program

(M.G.L. Chapter 59, Section 5K)

Accepted:
Annual Town Meeting
May 13, 2003

Local Regulations:
Board of Selectmen's Meeting December 8, 2003

Implemented:
January 1, 2004

Updated: December 2005
Updated: December 2006
Updated: December 2007
Updated: February 2009
Updated: December 2009
Updated: November 2010

Town of Wilbraham

Senior Citizen Volunteer Service and Tax Abatement Program

Section 5K of Chapter 59 of the Massachusetts General Laws

Eligibility and Program Guidelines:

1. Age

Taxpayers must be over 60 to earn a property tax abatement under this program.

2. Property Ownership

Taxpayers must be an assessed owner of the property as of January 1 of the applicable assessment year or, if the property is subject to a trust, the senior must have legal title, (i.e. be one of the trustees) to the property on which the tax to be abated is assessed. Where there is a question, the Board of Assessors will make a final determination.

The taxpayer must have owned and occupied a home in Wilbraham for at least five (5) years.

3. Maximum Abatement and Hourly Rate

The maximum abatement taxpayers may earn up to a **\$1,125.00 per fiscal year**, which is achieved at a rate of \$9.00 per hour for 125 hours. They cannot receive credit for their services at an hourly rate higher than the state's minimum wage (\$11.00 per hour as of January 1, 2017) or lower than the federal minimum wage (currently \$7.25 per hour).

The Town of Wilbraham follows its regular employment practice and offers reimbursement at the Massachusetts minimum wage rate.

Only one qualifying owner of the parcel may earn an abatement under this program per fiscal year. If a selected owner cannot fulfill the commitment for all hours, another owner of the same property may complete the program if he/she meets eligibility criteria and meets the requirement of the position.

4. Qualification

The number of taxpayers who can earn a maximum abatement of \$1,125.00 depends on the available balance in the overlay account and must be approved by the Board of Assessors for each fiscal year. **At \$9.00 per hour, taxpayers must work up to a total of 125 hours to receive an abatement in the maximum amount.** If a volunteer leaves the program before the full number of hours is worked, and no other owner of the parcel can complete the hours, another taxpayer owning another parcel may work the remaining number of hours not worked by the previous volunteer and receive an abatement for his/her hours worked.

Taxpayers must complete an application form and participate in a selection process. Seniors must be qualified to perform the essential functions of the position under this program with or without reasonable accommodations as outlined in the job description for the position for which he/she is applying.

Seniors may be asked to interview for a position and the person who best meets the needs of a position will be selected. All applications will be submitted to the Human Resources department in the Selectmen's Office, where the application will be screened for eligibility. The applications will then be forwarded to the department director who will make a recommendation for selection to the Board of Selectmen. The Board of Selectmen assigns the program participants to the positions.

Program Selection is valid for one year. Applicants must re-apply annually if they wish to continue participation.

5. **Selection**

Selected individuals will receive written confirmation from the Selectmen's Office stating their job duties, location of job and name of supervisor, scheduled hours, and hourly rate of credit earned. They will receive necessary tax forms to be completed and a general orientation regarding their participation in the program.

Hours worked are documented on a monthly attendance sheet and initialed by the volunteer and his/her supervisor.

6. **Certification**

At the time the senior has worked up to 125 hours or voluntarily ends participation in the program, the department director will complete a certificate of completion with the number of hours worked, and the amount of the abatement earned by the senior and will forward it to the Town Treasurer. The Treasurer will calculate FICA taxes and forward the actual abatement amount to the Board of Assessors.

Certification must be submitted before the actual tax for the fiscal year is committed. As a result, credit earned for hours worked between January 1 and November 30 of any given year will be credited for the next fiscal year. (i.e. hours worked and credit earned between January 1, 2017 and November 30, 2017 will be certified for FY 2018 beginning on July 1, 2017.)

7. **Tax Withholdings**

The abatement earned is subject to federal social security and Medicare withholdings and the senior is responsible for filing the income earned. The abatement is not subject to state income tax withholdings. The town will pay the employer share of the federal withholdings in the same manner as it does for all other employees. The employee's share of these deductions will be deducted from the abatement amount.

This means that the actual amount abated from the tax bill will be the amount earned less federal tax withholding.

Questions regarding the program may be directed to Annette Grasso, Human Resource Clerk, Town of Wilbraham, 240 Springfield Street, Wilbraham, MA 01095 (413- 596-2800 ext. 135), or agrasso@wilbraham-ma.gov.

Town of Wilbraham
SENIOR CITIZEN VOLUNTEER SERVICE AND TAX ABATEMENT PROGRAM
 Record of Hours Worked

OFFICE/DEPARTMENT: _____
 ATTENDANCE FOR THE MONTH OF: _____
 NAME OF SENIOR: _____

DATE:	FRIDAY _____	SATURDAY _____	SUNDAY _____	MONDAY _____	TUESDAY _____	WEDNESDAY _____	THURSDAY _____	TOTAL CALCULATIONS (15 MIN)
# Hours worked:								
DATE:	FRIDAY _____	SATURDAY _____	SUNDAY _____	MONDAY _____	TUESDAY _____	WEDNESDAY _____	THURSDAY _____	
# Hours worked:								
DATE:	FRIDAY _____	SATURDAY _____	SUNDAY _____	MONDAY _____	TUESDAY _____	WEDNESDAY _____	THURSDAY _____	
# Hours worked:								
DATE:	FRIDAY _____	SATURDAY _____	SUNDAY _____	MONDAY _____	TUESDAY _____	WEDNESDAY _____	THURSDAY _____	
# Hours worked:								
DATE:	FRIDAY _____	SATURDAY _____	SUNDAY _____	MONDAY _____	TUESDAY _____	WEDNESDAY _____	THURSDAY _____	
# Hours worked:								

I certify that I have worked the hours as recorded above.

 Signature

 Date

Town of Wilbraham

SENIOR CITIZEN VOLUNTEER SERVICE AND TAX ABATEMENT PROGRAM

Certificate of Completion of Volunteer Services

(M.G.L. Chapter 59, Section 5 K)

TO: Board of Assessors

I hereby certify that _____, the owner of a property at

(Taxpayer's name)

_____ has completed _____ hours of volunteer work

(Property Address)

to be credited toward the Fiscal Year _____ tax assessed on the parcel at the address above at the rate of \$9.00 per hour. The amount earned as of today is \$ _____.

Signature of Supervisor/Department Head Certifying Hours Date

TREASURER/COLLECTOR'S OFFICE USE ONLY

Gross Amount Earned: \$ _____ (\$1,125.00 MAX.)
 FICA \$ _____
 Medicare \$ _____
NET ABATEMENT \$ _____ SS# _____

Please abate the amount of \$ _____ from the actual FY _____
Real Estate Tax Bill for the parcel at _____.

Signature, Treasurer/Collector

ASSESSORS OFFICE USE ONLY

Certificate # _____ Tax Bill # _____
Real Estate Taxes \$ _____
CPA Surcharge \$ _____
TOTAL TAX \$ _____