



STAR Registration Program

Overview

- New legislation requires all homeowners receiving the Basic STAR exemption to register with the Tax Department in order to receive the exemption in 2014 and beyond
- Program applies to more than 2.6 million Basic STAR recipients
- Senior citizens receiving Enhanced STAR exemption are not impacted by this legislation
- **All property owner questions should be directed to DTF at (518) 457-2036**

Purpose

Successful implementation will

- “ Ensure that benefits provided by the STAR program (\$2.6 billion annually) go only to qualified homeowners
- “ Eliminate intentional fraud and unintentional duplicate exemptions

Process

- DTF collects 2013 assessment rolls from all cities and towns
- A unique STAR code is assigned to every property with a Basic STAR exemption
- Beginning mid-August, property owners are mailed letters including:
 - ” STAR code
 - ” How to register
- Property owners register on DTF Web site
 - ” Also can call **(518) 457-2036** for help

Online Registration

- Online registration available through DTF Web site [*www.tax.ny.gov*](http://www.tax.ny.gov)
- Starts with STAR Overview homepage with description of what is needed to complete registration
- Property owner enters STAR code
- Web site displays property address for confirmation

Online Registration

- Property owner enters all owners and spouses names and social security numbers
- For each owner and spouse, answer the following:
 - “ Is the property their primary residence?
 - “ Does individual own any other property receiving a residency-based benefit in another state (e.g., Florida homestead exemption)?
 - If yes, user will be asked to provide an address for such property

Online Registration

- User confirms that the total combined 2012 federal adjusted gross income (less taxable amount of total IRA distributions) of all resident owners and their spouses is not more than \$500,000
- User provides contact information
- User certifies that the information is accurate and receives confirmation number

*It's that **easy**!*

STAR Registration Schedule

- | | |
|----------------------------|--|
| ■ August 19 -
October 4 | Send notices in batches by region
to all Basic STAR recipients |
| ■ December 1 | Send reminder notices to property
owners that have not registered |
| ■ December 31 | Deadline for STAR registration |
| ■ March 1 | Final notification to assessors of
Basic STAR removals |

Appeals Process

- Property owners who are denied an exemption will receive notice to appeal directly to DTF
- If they are not satisfied with the DTF decision, they can appeal to State Board of RPT
- There is no appeal to the local Board of Assessment Review

STAR Code Lookup

- Property owners can look-up their STAR code on DTF Web site
- Beneficial for:
 - ” Those who can't find their STAR registration letter
 - ” Registering at a remote location (State Fair, school board meeting, etc.)

Communication

- Communication to 2.6 million Basic STAR recipients and media is critical
- Public relations program will be targeted along with mailing schedule
- DTF will be sending out press releases, posters and palmcards, leveraging social media and attending statewide and local events

New STAR Applicants for 2014

- Homeowners submit a paper application to assessor
- ORPTS collects assessment roll data in July 2014 and identifies new Basic STAR recipients
- ORPTS notifies new Basic STAR recipients that they need to register with DTF


For More Information


Visit ***www.tax.ny.gov***

Call ***(518) 457-2036***

Email ***ORPTS.STAR@tax.ny.gov***

Security Code

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STAR Registration

Security Check

Enter the security code displayed below and then select **Continue**.

* Required fields

Security check

The following security code is necessary to prevent unauthorized use of this web site. If you are using a screen reading program,

352899

Enter the security code displayed above: *

Enter the security code in the yellow box

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STAR Code & Property Address

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STAR Registration

STAR Code Information

Enter the seven-character STAR code displayed in the upper right corner of the letter we sent you and select **Continue**. If you don't have your letter and code, use the [STAR code lookup](#).

* Required fields - Select to learn more about a particular field

STAR code information

STAR code: *

Confirm STAR code: *

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STAR code: *

Confirm STAR code: *

STAR Registration

Verify Property Address

Enter your STAR Code
and **Verify** your
property address

Select **Continue** to complete your information. If this is not your correct address, select **Back** to reenter your STAR code.
for assistance.

STAR code: **RC8X467**
Property address: **525 COLLINS ST**
AVON NY 14414

Owner Information

Enter all the following requested information for each owner:

- ” Name
- ” Social Security Number
- ” Confirm Primary Residence
- ” Indicate property owned in another state receiving residency based property tax benefits

STAR Registration

Property Owner Information

Enter requested information for every property owner.

Add Another Owner until your list is complete and then select **Continue**.

Help fields

 - Select to learn more about a particular field

Property owner information

First name: *


Middle initial:


Last name: *

Suffix:

Social security number: *


Confirm social security number: *

Is this the primary residence of the individual listed? * Yes ☒ No ☐ 

Does this individual own property in another state that is receiving a residency based property tax benefit? * Yes ☒ No ☐ 

Property street address: *

City: *

State: * **Select one** 

Zip: *


Does this individual own more than one property in another state that is receiving a residency based property tax benefit? * Yes ☐ No ☐


Add Another Owner

Back

Continue

Spouse Information

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Spouse Question

Respond to the question below and select **Continue**.

* Required fields

Spouse Question

Do any of the property owners have a spouse that is not an owner of this property? * Yes ☐ No ☐

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Indicate if any of the property owners have a spouse who is not an owner of the property

If yes, additional information will be requested

Income Eligibility

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STAR Registration

Resident Income Eligibility

Respond to the question below and select **Continue**. A property is not eligible for a STAR exemption if the combined income of all owners residing primarily on the property and any owners' spouses residing primarily on the property exceeds \$500,000.

* Required fields  - Select to learn more about a particular field

Income Eligibility

Does the combined 2012 federal adjusted gross income of the individuals listed below exceed \$500,000? * Yes ☐ No ☐ 

Name	Owner/spouse
THOMAS A JONES	Owner of this property
SUSAN A JONES	Not an owner, spouse of an owner


Indicate if the combined 2012 federal adjusted gross income of the individuals listed exceeds \$500,000

Review

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STAR Registration

Resident Income Eligibility

Respond to the question below and select **Continue**. A property is not eligible for a STAR exemption if the combined income of all owners residing primarily on the property and any owners' spouses residing primarily on the property exceeds \$500,000.

* Required fields  - Select to learn more about a particular field

Income Eligibility

Does the combined 2012 federal adjusted gross income of the individuals listed ☐ Yes ☐ No ☒ 

below exceed \$500,000? *

Name	Owner/spouse
THOMAS A JONES	Owner of this property
SUSAN A JONES	Not an owner, spouse of an owner

BackContinue

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Contact Information

The screenshot shows the New York State Department of Taxation and Finance website. The header includes the state seal, the department name, and the names of the Governor and Commissioner. A search bar and links for 'Subscribe', 'Contact Us', 'Site Map', 'Español', and 'Other languages' are also present. The main content area displays a registration form with the following fields: 'Contact name: *', 'Contact phone number:', and 'Email address:'. Below these fields are 'Back' and 'Continue' buttons. A blue callout box on the left instructs the user to 'Review all entered information and certification statement before clicking submit'. A blue callout box on the right, with an arrow pointing to the form fields, instructs the user to 'Enter contact information: name, phone number and email address'. The footer contains links for 'Disclaimer', 'Privacy', 'Security', 'Copyright', and 'Email/Phishing'.

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ve have questions about your registration. Select **Continue** when done
about a particular field

Contact name: *

Contact phone number:

Email address: (user@)

Back Continue

Disclaimer Privacy Security Copyright Email/Phishing

Enter contact information: name, phone number and email address

Review all entered information and certification statement before clicking **submit**

Certification

Review all
entered
information
and
certification
statement
before
clicking
submit

Resident income eligibility
Does the combined 2012 federal adjusted gross income of the No individuals listed below exceed \$500,000:
<input type="button" value="Edit"/>

Contact Information
Contact name: THOMAS SMITH
Contact phone number: 518-123-4567
Email address: TSMITH@GMAIL.COM
<input type="button" value="Edit"/>

Certification
By selecting Submit , I understand and agree that I am registering with the Tax Department for the real property tax exemption available under the School Tax Relief (STAR) Program. I understand that the information provided herein will be used to verify income and confirm the eligibility of this property for a STAR exemption. I certify that all information provided herein is true, correct and complete. I further understand that making a false statement is a crime punishable under the Penal Law.
<input type="button" value="Submit"/>

Confirmation Number & Print

Here's your
confirmation
number

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Registration

Registration Confirmation

Thank you for completing the STAR registration process. To print a copy of this registration for your records select **Print**.

Confirmation number:	STEX0806131242054
Transaction date/time:	08/06/2013 09:58:18
STAR code:	RC8X467
Property address:	525 COLLINS ST AVON NY 14414

Contact information

Contact name: **THOMAS SMITH**
Contact phone number: **518-123-4567**
Email address: **TSMITH@GMAIL.COM**

Web survey

Provide feedback about this online service through our [Web Survey](#).

Print

Click here to **print** a
copy of your
registration
information for your
records