

Town of Southborough
Senior Property Tax Work Program FY 2023-2024

**Applications will be available March 13th at the Senior Center, Assessors Office,
and on the town website [www.southboroughtown.com].**

**Applications will be accepted at the Senior Center beginning April 4th.
There will be a box at the front door. Please have your application in a sealed
envelope and leave it in the box.**

The program offers senior homeowners (preference given to those with an income of less than \$45,000) an opportunity to trade volunteer work hours for town departments with a reduction of their property tax bill of up to \$1500.

Seniors have worked at the Senior Center, Library, Assessor's Office, Building Department, Board of Health, Town Clerk's Office, Selectmen's Office, DPW, and in various schools. Example include: data entry, receptionist at town hall, office assistant at the Board of Health, assisting in classrooms at the schools, and building maintenance. We will also try to match any special areas of expertise that a senior might bring to the appropriate department.

The Program has been approved for up to 30 seniors. Each year is treated as a separate program so seniors repeating the program must sign up again. We will be accepting applications for this program starting April 4th at 8:30 am at the Senior Center for the FY 2023-2024 year program.

To qualify for the program a senior must be 60 years of age or older when signing up for the program, be a Southborough resident, a homeowner or spouse of a homeowner, and own and occupy the property to which the tax credit will be applied. Applicants can complete 67 hours of work for a \$1000 credit or 100 hours of work for a \$1500 credit. Hours must be completed by March 1, 2023.

***No applications will be accepted in advance of April 4th.**

To apply please complete the following and submit it after April 4th.

- a completed application
- a copy of the tax bill for the property to be rebated
- proof of income from Social Security, pensions, and investment income if under the household income guideline (if your household income is under \$45,000).

Seniors new to the program

Once you have been accepted into the program then you must see Kristen at the Treasurer's Office to provide the following information. The forms will be provided to you at the Treasurer's Office.

- completed W-4 form
- completed OBRA form (OBRA is a deduction in lieu of Social Security that the town is required to withhold by law. The deduction equals 7.5% of gross compensation. Once the work-off check for the year is issued you may close your OBRA account and receive the funds back. If you have questions about getting that money back please call 877-457-1900)
- bring 2 forms of ID to the Treasurer's Office prior to beginning work (Social Security card, license, or passport)

**If you already have a w-4 on file with the Treasurer's Office and would like to make a change please see Kristen in the Treasurer's Office.

We urge all interested seniors to apply regardless of income; if we have less than 30 applicants the income requirement will be waived. All applicants will be accepted in the order the applications were received. Those who have household incomes under \$45,000 will be considered first. Those with a household income of over \$45,000 will be considered in the order in which they were received if all 30 slots have not been filled.

If you participated in the program in the past, you have to apply each year as a new applicant. The application process will close 2 weeks after sign up so participants can begin work. Others applying after that date can fill slots if they are available.

If you are placed in one of the 30 available slots, then you will be matched with an available position. If an available match is not found by May 31st then you will be removed from the list and we will have to move to the next available qualified applicant.

The \$1000 or \$1500 tax reduction will not be paid directly to the participant.

The \$1000 or \$1500 (less any federal taxes and medicare taxes withheld, and OBRA) will be shown on the last quarterly tax bill in April as a reduction to the real estate tax. This program is not considered regular employment and any work completed is not eligible for unemployment benefits.

Per Massachusetts Law Chapter 184, Section 52 of the Acts of 2002, the property tax reduction earned by the taxpayer under this program is not considered income or wages for the purpose of state tax. However, these amounts are subject to federal taxes.

Upon completion of the program, a check will be issued by the town and applied to the real-estate taxes. Upon the end of the calendar year, this benefit will be transmitted to the IRS and a [W-2 Form](#) will be issued to the participant. It will be the participant's responsibility to report this on [their](#) annual tax filing. If you have any questions regarding this new information please contact the Town Treasurer at 508-485-0710 x 3013 or the Senior Center at 508-229-4453.