

INSTRUCTIONS

To qualify, total income must be \$14,000 or less for a single person or \$17,200 or less for a married couple.

- Print your Property address and the Real Estate Tax account number.
- Print the owner's name, Social Security number, and birth date. Check the box indicating the appropriate Filing Status. If you check "Married", print the spouse's name, Social Security number and birth date. If the qualifying spouse is deceased, enter the date of death.
- Your or your spouse must be 65 years of age or older, or you must be over 50 years of age and your deceased spouse was at least 65 years old at the time of their death. **You must send proof of age with your application. Do not send original documents; only photocopies will be accepted.** Examples of proof of age are a Social Security award letter, driver's license or birth certificate. Any document that clearly shows a date of birth will be accepted for consideration.
- Complete the Household Income section as indicated. Documentation for proof of income MAY be requested at the discretion of the Philadelphia Department of Revenue. The Philadelphia Department of Revenue is authorized to perform an income verification check with the Internal Revenue Service and the Pennsylvania Department of Revenue Bureau of Individual Taxes. If at any time your income is found to exceed the program limits, you will be billed for additional monies due.
- Sign and date the application; include your daytime telephone number.

**MAIL TO: PHILADELPHIA DEPARTMENT OF REVENUE
P.O. BOX 53190
PHILADELPHIA, PA 19105**

QUESTIONS: 215-686-6442 E-mail: revenue@phila.gov

IMPORTANT NOTES

- **If you participated in this program last year, it is not necessary to complete this application as you are automatically enrolled in the program this year.**
- For timely processing, complete and return this application by October 15, 2003.
- For successful applicants, your savings will be reflected on your 2004 Real Estate Tax bill.