

**LUNENBURG SENIOR CITIZEN
PROPERTY TAX WORK-OFF PROGRAM
APPLICATION**



****3rd Quarter Real Estate Tax Abatement***

Return applications to: Julie Belliveau Asst. Town Manager/Human Resource Director
Town Hall, 17 Main St, Lunenburg, MA 01462

CONFIDENTIAL

Name of applicant _____
Address _____
Phone numbers (home & cell) _____
Birth date _____ Email _____
Social Security Number (required) _____

RULES & GUIDELINES

- * Applicant must be 60 years of age or over at time of application
- * Applicant must own and occupy the property for at least one year. Only one (1) applicant per real estate tax paying household may apply
- * Hourly rate is \$15.00 per hour; earn up to a \$1500.00 abatement
- * Hours are exempt from State taxes only. Earnings are subject to Federal and Medicare tax withholdings and are also subject to OBRA if participant is not receiving a pension from either Worcester Regional Retirement or Massachusetts State Teachers Retirement
- * All required paperwork must be completed before any work is done
- * Final amount earned will be applied to your 3rd quarter real estate taxes
- * The Town of Lunenburg is mandated by state law to do a CORI (criminal background check) on any person who works with the Town.
- * Applicants must provide verification of useable gross income in order to be considered for the program (prior year 1040 income tax return required)
- * Applicants must apply and be accepted annually for participation in the program

FOR OFFICE USE ONLY

GRANTED _____ **DENIED** _____
REASON FOR DENIAL _____
PENDING _____
PLACEMENT _____
LOCATION _____
ASST. TM SIGNATURE: _____



INCOME INFORMATION

**In order to be considered for this program, applicants must provide
prior year 1040 Income Tax Return**

***If proper proof of income is not attached to the application, the
Lunenburg Property Tax Work-Off committee reserves the right to reject the application.***

****All information is kept strictly confidential and not shared with any other department.***

Please CHECK yes or no

I (and or spouse/or other) own and occupy a home in Lunenburg as my primary residence (minimum 1 year)

YES ___ **NO** ___

I receive a tax bill in my name (and or spouse/other)

YES ___ **NO** ___

I meet the income guidelines listed below (please check household/amount that applies)

ONE PERSON HOUSEHOLD: \$50,000 ___ **TWO PERSON HOUSEHOLD: \$75,000** ___

Do you have any physical restrictions or needs which may affect any position—i.e., physical requirements, seasonal, schedule, hours of day (duration and/or number of hours), frequency, etc. Please explain

List any relevant experience and skills: _____

If I qualify for the Property Tax Work-Off Program, I understand I may earn up to a maximum of \$1,500 per household, less applicable taxes and OBRA, to be applied to my tax bill.

The above statements are true to the best of my knowledge.

SIGNATURE: _____ **DATE:** _____

The following department requests have been made for the Property Tax Work-Off Program. Please indicate which areas you would like to apply for. List preference (1) first choice, (2) second choice, (3) third choice.

- () **1. Board of Health**
Position: Clerical – filing and reorganizing. No heavy lifting.
Flexible schedule Monday – Thursday 2 hours per week
- () **2. Building Department Board**
Position: Clerical – Filing, Photo Copying, Stuffing Envelopes
General office skills, bending, standing for short periods of time and knowledge of filing system.
- () **3. Zoning Board of Appeals**
Position: Clerical—Filing & Stuffing Envelopes
General office skills, bending, standing for short periods of time and knowledge of filing system.
- () **4. Council on Aging**
Position: Meals on Wheels Driver – Deliver MOW to Lunenburg residents 1-2 days per week (approximately 1.5 hrs. per day) Must use own vehicle and have a valid driver's license.
(3 positions available)
- () **5. Council on Aging**
Position: Custodial— Sweeping and & washing of building floors, emptying waste baskets, cleaning kitchen & bathrooms. Ability to lift, bend, walk, reach (Tues & Thurs afternoon 3:00 - 5:00 pm)
- () **6. Council on Aging**
Position: Gardener— (Seasonal) Able to lift, bend, walk, and reach. Skilled with outdoor gardening equipment such as rakes, wheel barrels, electric trimmers, & shovels. Watering plants. Knowledge of regional outdoor plants and how to trim shrubs and plants.
- () **7. Library**
Position: Children's Room Assistant— Good organizational skills, knowledge & familiarity with children's books. Positive attitude. Must be able to bend and lift books. (2 positions available)
- () **8. Library**
Position: Janitorial/Handyman /Landscaping— Self-organizing/managing. Knowledge of basic maintenance. Must be flexible. Must be able to bend/lift & have good mobility
- () **9. Sewer Dept./DPW**
Position: Clerical – Filing/Stuffing envelopes 8 times per year, filing, some data entry.
Requires detail-oriented, reliable, flexible schedule, administratively minded, able to stand or sit for long periods. Must be able to lift 15lb. boxes for storage.
- () **10. Treasurer/Tax Collector**
Position: Clerical – Shredding, Filing, Mailing, Data Entry, Binding after 2PM
- () **11. Lunenburg Assessors Office**
Position: General Office Work—Filing, Shredding, Large Mailing Projects
- () **12. School Department (TCP)**
Position: Curriculum Office Assistant—Laminating and cutting up curriculum materials
- () **13. School Department (TCP)**
Position: Arrival/Dismissal Assistance—Provide adult supervision outside the school as students arrive and are dismissed



() **14. School Department (TCP)**

Position: TCP Greeter—Sit inside TCP vestibule to open the door for visitors and have them sign in

Do you have any restrictions or needs which may affect any position – i.e., physical requirements, seasonal schedule, hours of day (duration and/or number of hours), frequency, etc. Please explain

List any relevant experience and skills: _____

Print Name

Signature

Date