

## TOWN OF NORTHBRIDGE

### 2024 SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

Dear Applicant:

Enclosed please find a complete application packet for the **2024 Senior Citizen Property Tax Work-Off Program**. Please follow the Applicant Checklist to be certain that you have submitted all of the necessary forms in order to be considered for this program.

When you have completed the Application, signed and dated the Participation Agreement, and enclosed a copy of your **2023** Income Tax Return and Social Security benefit award letter, and any other appropriate documents for proof of income, you must submit these documents to the Town Manager's Office for review and acceptance into the program.

The Town Manager's Office is open Mondays from 8:30AM-7:00PM, Tuesdays-Thursdays from 8:30AM to 4:30PM, and Fridays from 8:30AM-1:00PM.

Program participants will be selected by lottery from a pool of qualified applicants unless there is an insufficient number of applicants seeking to participate. You will be notified as soon as the selections are made.

Program participants will volunteer in various Town departments: Town Hall/Town Hall Annex, Senior Center, Schools, Library, and Department of Public Works [non-union tasks only]. Assignments will be based on the interests, talents, and skills of the volunteers and the requests of Town Department Heads.

**If you are selected for participation in the program and are assigned to volunteer at the Northbridge Senior Center, Whitinsville Social Library, or Northbridge School Department, a CORI check is required prior to volunteering. PLEASE BRING GOVERNMENT ISSUED PHOTO IDENTIFICATION and SOCIAL SECURITY CARD IN ORDER FOR THE CORI CHECK TO BE PERFORMED.**

If you have any questions, please do not hesitate to contact me at 508-234-2095.

Very truly yours,

*Sharon L. Susienka*

Sharon L. Susienka  
Executive Assistant to the Town Manager

Enc.

**TOWN OF NORTHBRIDGE**  
**SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM**  
**PLEASE READ CAREFULLY**

**Program Goals**

\*To assist senior citizens with payment of property tax bills

\*Increase involvement of senior citizens in municipal government and the school system

**Eligibility Requirements**

\*At least 60 years of age

\*Northbridge resident

\*Homeowner or spouse

\*Own and occupy the property for which Northbridge taxes are paid *(If the property is subject to a trust, you must have legal title, i.e., be one of the trustees on the applicable January 1 assessment date, or at the time the work is performed)*

**Selection Process**

\*Applicant must meet eligibility requirements

\*Applicant must have appropriate skills for position

\*Applicant and Department Head must both agree it is an appropriate match

**Benefit Limits**

\*Maximum benefit of **\$1,500** per fiscal year per household

**\*Hourly compensation of \$15.00 per hour [based on the State's minimum wage as of 1.1.24] up to a maximum of 100 hours**

\*If maximum hours allowed are not completed, credit will be received based on number of hours worked

**General Program Information**

\*Program year is January 1<sup>st</sup> to November 30<sup>th</sup>

\*Abatements for work performed between January 1<sup>st</sup> and November 30<sup>th</sup> will be credited towards the following **February's** tax bill

\*Applicants must re-apply annually to continue in the program; acceptance is not guaranteed.  
***A limit of two (2) consecutive years of program participation is allowed.***

\*Participants are exempt from state taxes but are not exempt from federal, social security, or Medicare taxes

\*Participating in this program will not affect any local exemptions for which you may be eligible, **however, you may forfeit the tax credit if you sell your property during the program year.**

\*If you qualify for the State Circuit Breaker Credit, the amount you may be eligible for could be affected by participation in this program

**How to Apply**

Town Manager's Office

7 Main Street

Whitinsville, MA 01588

508-234-2095 or download the application at [www.northbridgemass.org](http://www.northbridgemass.org).

## **TOWN OF NORTHBRIDGE**

### **SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM**

#### **GENERAL INFORMATION**

##### **PURPOSE:**

The purpose of the tax work-off program is to assist senior citizens of the Town of Northbridge with the payment of residential property tax bills while acknowledging and affirming their skills and abilities and the community's continuing need for their services.

##### **ELIGIBILITY:**

- At least 60 Years of age
- Resident of Northbridge
- Owner of record (at the time of application) or spouse
- Property for which the abatement is requested must be the primary residence
- Willing and able to work
- Limited to one \$1,500 work-off per household
- Agrees to CORI check [if required]

##### **SCREENING PROCESS:**

- Completed application submitted to the Town Manager's Office (Program Coordinator)
- CORI check completed by Town Manager's Office (applicant must bring photo identification, i.e. driver's license or other government issued photo id)
- Verification of the following:
  - Property Ownership (Assessor's Office)
  - Residency (Town Clerk's Office)
  - Income eligibility (Applicant's latest tax return and/or Social Security benefit award letter and/or other appropriate proof of income) – **ALL INFORMATION WILL BE KEPT CONFIDENTIAL**
    - Single: \$57,000 gross income **(including Social Security)**
    - Couple: \$77,000 gross income **(including Social Security)**

##### **SELECTION:**

- By lottery (if there are more applicants than positions)
- Maximum of 15 positions per program year
- Limit of two (2) consecutive years of participation in program allowed unless insufficient applications are received

##### **PLACEMENT SUPERVISORS:**

- Program Coordinator
  - Attendance at a mandatory informational session with Placement Supervisors
- [First time participants only]**

## SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

### APPLICANT CHECKLIST

- \_\_\_\_\_ Application Form, **completed in full**, signed and dated
- \_\_\_\_\_ Participation Agreement, signed and dated
- \_\_\_\_\_ A copy of latest Income Tax Return, Social Security benefit award letter, and other appropriate documents for proof of income.
- \_\_\_\_\_ CORI check (to be completed when the application form is submitted)\*

***\*Please bring photo identification, i.e., any government issued photo identification such as driver's license, passport, etc.***

### PROGRAM DIRECTOR CHECKLIST

- \_\_\_\_\_ Verification of age
- \_\_\_\_\_ Verification of property ownership
- \_\_\_\_\_ Verification of residency
- \_\_\_\_\_ Verification of income eligibility
- \_\_\_\_\_ Mandatory attendance at Informational Session, if required

**TOWN OF NORTHBRIDGE  
7 MAIN STREET  
WHITINSVILLE, MA 01588  
508-234-2095**

**CONFIDENTIAL APPLICATION FOR  
SENIOR CITIZEN PROPERTY TAX WORK OFF PROGRAM**

**DATE:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **BIRTHDATE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

The Town of Northbridge is mandated by state law to do a CORI (Criminal background check) on applicants who will be volunteering in the Library, Senior Center, or School Department.

**ELIGIBILITY REQUIREMENTS:**

This information is needed to assist in placement should there be insufficient space in the program. All answers are strictly confidential.

**Please answer each of the following by placing a check in the appropriate space.**

I am at least 60 years of age. YES \_\_\_\_\_ NO \_\_\_\_\_

I am a resident of the Town of Northbridge. YES \_\_\_\_\_ NO \_\_\_\_\_

I own and reside in the dwelling for which credit is requested or I am the spouse of such a homeowner residing in the same household. YES \_\_\_\_\_ NO \_\_\_\_\_

**Gross** annual household income (including Social Security) is: \$ \_\_\_\_\_

**Please check one of the following:** Income cannot exceed \_\_\_\_\_ \$57,000/single \_\_\_\_\_ \$77,000/couple

I have included a copy of my **2023** income tax return, Social Security benefit award letter, and any other appropriate documents for proof of income. YES \_\_\_\_\_ NO \_\_\_\_\_

**\*\*Applications submitted without this documentation will be considered incomplete and will be returned to the applicant.**

I participated in the program last year. YES \_\_\_\_\_ NO \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**RELATIONSHIP TO APPLICANT:** \_\_\_\_\_

**PLACEMENT INFORMATION:**

What are your past work/volunteer experiences and types of skills? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With limited spaces in the program, please share with us any hobbies and/or interests you have that might help us in seeking or creating a position. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Job placements may be available in a variety of Town Departments. **[Using the numbers 1-5, please indicate which department(s) you would like to work in order of your preference from most preferred (#1) to least preferred (#5)].**

- \_\_\_\_\_ Town Hall Offices [Accounting, Assessors, Board of Health, Town Clerk, Town Manager, Treasurer/Coll., and Conservation/Planning/Zoning]  
\_\_\_\_\_ Library  
\_\_\_\_\_ Senior Center  
\_\_\_\_\_ Schools  
\_\_\_\_\_ Department of Public Works [non-union work only]

Note any special reasons(s) for this request:

\_\_\_\_\_  
\_\_\_\_\_

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

Please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize those Town employees who coordinate the Senior Citizen Property Tax Work-Off Program to investigate information from this application for the purpose of volunteer service in the Town of Northbridge. If accepted for volunteer service, I agree to comply with the rules of the Senior Citizen Property Tax Work-Off Program. To the best of my knowledge, all information provided in this application is accurate.

As a participant in this program, I understand that I may earn a maximum of a **\$1,500 credit** to be applied to my Town of Northbridge property tax bill due on **February 1, 2025**.

I further understand that this reduction in my property taxes may affect my eligibility for the state Circuit Breaker Credit.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PLEASE RETURN COMPLETED APPLICATION TO:**

**TOWN OF NORTHBRIDGE  
TOWN MANAGER'S OFFICE  
7 MAIN STREET  
WHITINSVILLE, MA 01588**

**DEADLINE FOR APPLICATIONS:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Referral to: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

Disposition: \_\_\_\_\_

If denied, indicate reason: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

(Signature)

## SENIOR CITIZEN PROPERTY TAX WORK-OFF PROGRAM

### 2024 PARTICIPATION AGREEMENT

To be eligible for benefits under the Senior Citizen Property Tax Work-Off Program, and receive a maximum \$1,500 tax credit per year, I recognize and understand the following:

1. The hourly rate for services shall be **\$15.00** per hour for **100 hours** for a total tax abatement not to exceed \$1,500. Any hours volunteered beyond the \$1,500 tax work-off cap allotted under the program do not qualify me for an additional tax credit.
2. I may have to complete a Criminal Offender Record Information (CORI) form to allow the Criminal History Systems Board to conduct a records check.
3. The income limitations shall be \$57,000 for a single household and \$77,000 for a couple. (This is **gross household income** including Social Security.) I must submit a copy of my latest income tax return and produce additional evidence and/or documents showing that I meet the requisite criteria contained in my application.
4. My placement and work assignment in the Senior Citizen Property Tax Work-Off Program shall be determined by the Program Coordinator. Placement is determined by matching my skills with the available requests. There is a two-week probation period.
5. **The volunteer service hours must be completed by November 30, 2024.** Hours cannot be saved or carried over to the next fiscal year program cycle. The tax work-off credit will be applied to the **February 2025 tax bill.** **PLEASE NOTE: ALL FIRST TIME PARTICIPANTS MUST COMPLETE ADDITIONAL PAPERWORK WITH THE TREASURER/COLLECTOR'S OFFICE [LOCATED ON THE GROUND FLOOR OF TOWN HALL] UPON COMPLETION OF YOUR VOLUNTEER HOURS SO SHE CAN APPLY THE TAX ABATEMENT TO YOUR REAL ESTATE TAX BILL.**
6. By participating in this program I have committed to completing a community service project within a prescribed timeframe. If I am unable to complete the assignment because of repeated absences, I understand that I may be removed from active participation in the program. I further understand that all absences need to be reported to my Site Supervisor. A letter of resignation is requested if I choose not to continue in the program. If I do not adhere to the rules and procedures or do not satisfactorily perform the assigned tasks, I may be subject to dismissal.
7. My actions as a participant in the Senior Citizen Property Tax Work-Off Program shall be governed by and shall be subject to the direction and supervision of the Program Director/Committee and the designated Site Supervisor.

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Signature

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Date