

Town of Wenham

Senior Citizen Property Tax Work-Off Program

Overview

The Senior Citizen Property Tax Work-Off Program offers Wenham seniors aged 60+ the opportunity to earn an abatement on their real estate property tax bill. The hourly wage is \$9.00 and the maximum annual abatement cannot exceed \$1000.

The positions available through this program are in various departments throughout the Town. Job placements will likely be made with the Town Clerk's Office, Town Finance Office, Town Permitting Office, Council on Aging, and the Hamilton Wenham Regional Library. Attempts will be made to match the placement with the applicant's interests and qualifications.

Criteria

It is important to note that the following criteria are considered when determining eligibility:

- Participants must be Wenham residents who own and occupy their home.
- Participants must be 60 years of age or older by July 1st of the fiscal year for which the tax credit will be granted.
- Acceptance into the program is subject to the ability of the Town to place the applicant in an available position.

Application and Placement Process

Applications are available on the Town website, www.wenhamma.gov and at the Council on Aging located at 10 School Street. Completed applications should be submitted to the Council on Aging Director, Jim Reynolds, who will conduct initial applicant screening and verify departmental staffing needs. Applicants may be asked to meet with members of the department in which they are interested in working.

Program Details

Once placed, program participants will then:

- Meet with the Finance Office to complete the necessary W9, I9 and Criminal Offender Record Information forms
- Receive training on their job responsibilities and expectations from their supervisor
- Establish a mutually acceptable schedule with their supervisor
- Begin working for their assigned department
- Keep a log of their hours with the dates and times to be retained by the supervisor

After all hours are completed, the work log must be signed off by the program participant and their supervisor in order to process the abatement and 1099 paperwork. The Town will pay the program participant's share of FICA taxes. The amount of the property tax reduction earned by the taxpayer under this program is considered income or wages for federal income tax purposes (not state).

Applicants who do not adhere to the Town's policies and procedures of general application or who do not satisfactorily perform the work assigned may be subject to dismissal.

Town of Wenham
Senior Citizen Property Tax Work-Off Program Application

| | |
|-------------------|--|
| Name of Applicant | |
| Address | |
| Phone | |
| Email | |

Emergency Contact (Name, relationship, contact information)

What are your past experiences and types of skills?

Please share any hobbies and/or interests that can help us in determining appropriate placement.

Do you have any restrictions or needs which may affect your position (i.e. physical requirements, seasonal schedule, limited hours)?

If accepted into the Senior Citizen Property Tax Work-Off Program:

- I understand any exemption of real estate taxes under this program may affect my eligibility for the State Circuit Breaker Credit.
- I agree to comply with the Town's policies and procedures of general application.
- To the best of my knowledge, all the information provided on this application is true and complete. I understand that the Town of Wenham may verify this information as needed.

Signature: _____

Date: _____