

# NORTHFIELD TOWNSHIP MICHIGAN

## POVERTY EXEMPTION APPLICATION INSTRUCTIONS

The Application for a One Year Poverty Reduction has been modified to comply with requirements of the State of Michigan and Northfield Township policy regarding the poverty exemption.

To be considered for a Poverty exemption, the following information **MUST** be provided:

1. Complete all sections of this application in full; be sure to sign the application.
2. Submit a completed and signed copy of the following **three weeks prior** to a Board of Review meeting:

Most recent **signed** and **filed**:

Michigan Income Tax Return **and** Homestead Property Tax Credit Claim (MI 1040 CR)

\*\*this form is required to file a claim for poverty exemption.

Federal Income Tax Return (1040)

\*\*this form is required to file a claim for poverty exemption.

Federal Income Tax Return (1040) for all occupants of the household.

\*\*these forms are required to file a claim for poverty exemption.

3. When an occupant of the household is not employed but has income from another source, you must list the income in “Annual Income” on page 1 of your application and it must also be shown on page 3 under the “Household Income” section.
4. When indicating that you have “major or unusual out-of-pocket expenses”, you must provide copies of documents verifying these expenses. Please note this does not include “everyday living expenses”.
5. The application must be legible and complete. If you need or want to provide additional information, please attach a separate sheet(s); do not write in the margins of the application.
6. All documents submitted must be kept as part of the Board of Review record and **will not** be returned to you. Do not submit originals of supporting documents.
7. If the application is incomplete or does not include copies of the required financial documents, the application will be considered incomplete and not considered for a poverty exemption.

Applicants must provide a valid phone number, in the event of a question, it may be used.

Revised 2018/12/28