

Town of Manchester
SENIOR VOLUNTEER TAX CREDIT PROGRAM APPLICATION

Name: _____ Address: _____

Phone: _____

Cell Phone: _____ E-Mail: _____

Threshold Questions to Determine Qualifications:

1. Will you be 65 years of age or older by December 31st 2018? Yes No
2. Do you own real property (home) in Manchester? Yes No
3. Do you occupy the property as your principal residence? Yes No
4. Do you have an annual income of not more than \$36,000 unmarried or \$43,900 as a married couple for the 2018 calendar year, which are the maximum amounts promulgated annually by the Office of Policy Management in Connecticut General Statutes section 12-170aa(b)(2). (Please see attached checklist for declaring income. You will be asked to bring a copy of your last income tax return to your interview so that the information can be confirmed).
 Yes No
5. Are you able to work a minimum of 50 hours of volunteer service in Manchester between the time we qualify you for this program and May 15, 2019?
 Yes No

If you answered yes to questions 1-5, you may qualify for the Senior Tax Credit Program OR if you were approved for the Town of Manchester's Senior Property Tax Relief Program, you automatically qualify for the Senior Volunteer Tax Credit Program and will need to provide documentation from the Manchester Office of Assessment and Collection.

**Please note that we cannot create volunteer opportunities for you. We can only provide you with a list of opportunities provided by qualifying organizations. Qualifying organizations have the sole right to accept or reject volunteers.*

FOR HUMAN SERVICES USE ONLY

- Income verification complete Date: _____
- Previous volunteer /Income verification complete Date: _____



Town of Manchester's
SENIOR
Volunteer Tax
Credit Program

**Earn tax credit by
 putting your wisdom
 into action through
 volunteering**



What is the Senior Volunteer Tax Credit Program?

The Senior Volunteer Tax Credit Program offers a variety of volunteer opportunities for Manchester Senior Citizens. For example do you like to help other seniors? Some of Manchester's senior residents are home-bound, lonely or isolated and could use companionship, or maybe help assist serving meals to some seniors that are disabled. Do you have a green thumb? Then you can volunteer by helping in a small Town horticultural program. Maybe you enjoy being around children? If so, then you can volunteer to go to one of our local preschool's to read to them for an hour. Or if you like interacting with people, like to help keep things organized, the program also offers opportunities working in a soup kitchen, food pantry or even doing some light administrative duties.

Whatever your interests might be, volunteering in this program will not only impact your community in a positive, productive way; also provides you with a rewarding experience. Participation in the program is limited based upon the number of participating volunteer organizations and the annual tax credits limits established by the Board of Directors. Volunteer opportunities are at the discretion of the Volunteer Organization.



How Will the Senior Volunteer Tax Credit Program Benefit Me?

The benefit of the Senior Volunteer Tax Credit Program is to provide qualified senior residents, who own real estate in Manchester, an opportunity to put their wisdom into action by volunteering their services to participating town government or charitable organizations within the Town of Manchester. As you connect with others and share your experience you will be volunteering your way to receive up to \$500 in Town Property tax credits.

How Do I Qualify for the Senior Volunteer Tax Credit Program?

You qualify for the Senior Volunteer Tax Credit Program if you:

- Are 65 years or older (by 12/31/18)
- Own a home in Manchester
- Occupy the property as your principal residence
- Your gross annual income is no more than \$36,000* unmarried or \$43,900* as a married couple. (*Amounts subject to change each year)
- Are able to work a minimum of 50 hours of volunteer service in Manchester between the time we qualify you for this program and May 15, 2019.
- If you already qualify for the Town of Manchester's "Property Tax Relief for Veterans, Seniors and Disabled Program" you may provide documentation from the Manchester Office of Assessment and Collection which automatically qualifies you for this program.

How Do I Enroll in the Senior Volunteer Tax Credit Program?

Enrollment begins in November and you **must apply every year**, even if you qualified last year. Follow the steps below to enroll and determine if you qualify. Enrollment is limited, based upon the number of participating volunteer organizations and the annual tax credit limits established by the Board of Directors.

Step One

Complete the application on the back to see if you qualify.

Step Two

If you qualify, make an appointment by

calling the Human Services Department at, 860-647-3092 so we can verify your income.

Step Three

When you come in for your appointment you will need to bring the following:

1. Your completed application.
2. A copy of your most recent tax return or provide documentation from the Manchester Office of Assessment and Collection if you qualify for the "Senior Property Tax Relief Program".

A list of volunteer opportunities will be given to you at your appointment.

Where Do I Go For My Appointment if I Qualify?

If you qualify and have scheduled an appointment you will come to the Manchester Human Services Department located in the Weiss Building at 479 Main Street (1st Floor) Manchester, CT 06040.

Who Can I Contact For Further Questions Regarding the Senior Volunteer Tax Credit Program?

If you have additional questions, contact the Town of Manchester Human Services Department at (860) 647-3092 or email Lisa Fusco at lfusco@manchesterct.gov.

