

**CITY AND COUNTY OF HONOLULU**



**REAL PROPERTY TAX CREDIT FOR HOMEOWNERS  
APPLICATION FORM T-RPT100 TAX YEAR 2017-2018**

**SECTION A**

**TAX MAP KEY**

Zone Section Plat Parcel Cpr

PROPERTY ADDRESS \_\_\_\_\_

**SECTION B**

Last Name First Name Middle Name

Mailing Address: Street Number Street Name Unit No.

City State Zip Code Phone E-Mail Address

**SECTION C**

1. **Do you have a home exemption on this property now?**  
 YES  NO ...If NO, **STOP**, You do not qualify for the credit. \* You must maintain a home exemption through the Tax Year 2017-2018.
2. **Do any of the owners on title own other property on Oahu, elsewhere in Hawaii, in another state or territory, or in a foreign country?**  
 YES ... If YES, **STOP**, You do not qualify for the credit.  
 NO
3. **Do you expect the property to be sold or the owners on title to change before June 30, 2017?**  
 YES  NO  
 Any sale of the property or ownership change must be reported within 30 days to the address above or the credit may be voided and a fine may be imposed.
4. **Is this property in a trust?** ..... YES  NO   
 If in a trust, was a separate State or Federal tax return filed for the trust..... YES  NO   
 If YES, you must submit copies of the trust's tax return.
  - **If you are not sure if property is in a trust, please call 768-3205 for assistance.**

**SECTION D**

**MAIL APPLICATION TO:**  
 City and County of Honolulu  
 Department of Budget and Fiscal Services  
 Division of Treasury, Tax Relief Section  
 715 South King Street, Room 505  
 Honolulu, HI 96813  
**DEADLINE TO FILE SEPTEMBER 30, 2016**

## REAL PROPERTY TAX CREDIT FOR HOMEOWNERS

### SECTION D

#### LIST NAMES AND INCOME OF ALL TITLEHOLDERS

Last Name	First Name	Middle Name	INCOME From Worksheet (page 3)
TOTAL COMBINED GROSS INCOME OF ALL OWNERS ON TITLE			\$

### SECTION E

Is the "TOTAL COMBINED INCOME OF ALL OWNERS ON TITLE" in Section D above greater than \$60,000?  
 YES..... STOP. You do not qualify for the credit.  
 NO

### SECTION F: AFFIDAVIT AND CERTIFICATION

I (we) certify, under the penalty of law, that (1) the statements made in this claim and the accompanying documents are true, correct and complete to the best of my knowledge, (2) I (we) shall continue to qualify for a home exemption under ROH Section 8-10.4 throughout the tax year in which the credit is applied, (3) none of the titleholders owns any other real property anywhere during the applicable tax year and (4) none of the titleholders have violated ROH Section 8-13.5. If I (we) cease to qualify for the tax credit, I (we) must report the change(s) to the Director of Budget and Fiscal Services. I (we) understand that any misstatement of facts will be grounds for disqualification and penalties.

#### All owners on title must sign below.

Signature	Date	Signature	Date
Signature	Date	Signature	Date

### SECTION G: CONTACT PERSON

If we have questions on your application and someone other than yourself should be contacted, please include the information below.

This hereby authorizes our office to contact the following person(s) other than yourself, regarding this application for Real Property Tax Credit for Homeowners, Tax Year 2017-2018.

Name	Relationship to Owner	
Address	Phone Number	Email Address

**REMINDER: THE DEADLINE TO FILE THIS APPLICATION IS SEPTEMBER 30, 2016.**

## REAL PROPERTY TAX CREDIT FOR HOMEOWNERS INCOME AND DOCUMENTS WORKSHEET

All Titleholders must complete this form

Last Name	First	Middle	Soc. Sec. No. (last 4 digits)	Date of Birth
Spouse's Last name (If joint return filed)	First	Middle	Soc. Sec. No. (last 4 digits)	Date of Birth

### INSTRUCTIONS FOR COMPLETING WORKSHEET AND SUBMITTING INCOME DOCUMENTS

1. Use your 1040 and/or your income documents to complete the form below.
  2. Enter the gross amount for each source of income that you had in 2015 into the Income Amount Column.
  3. Make copies of income documents for all income that you entered and submit with your application.
  4. Place a checkmark in the **Documents Attached** Column for all documents you are submitting.
- Failure to submit documents in Column 3 for your incomes may result in disqualification of your application.**

1 Source of Income	2 Income Amount	3 Documents you must submit for each income entered	Documents Attached ✓
Wages, Salaries, Tips, Commissions,		W-2 Wage and Tax Statement	
Interest including Tax Exempt Interest		1099 INT (over \$10) & Schedule B (if filed)	
Dividends		1099 DIV & Schedule B (if filed)	
State Tax Refund		1099G	
Alimony		Alimony Income Statement	
Business Profit/Loss		Schedule C	
Capital Gains/Losses for 2015		Schedule D	
IRA Distribution		1099R	
Pensions and Annuities		1099R	
Veterans Disability Benefits		VA Statement	
Social Security/SSI Benefits		SSA1099	
Rents and Royalties		Schedule E	
Income from Partnerships, Estate, Trusts		Schedule E, Schedule K1	
Unemployment compensation, Jury Duty		1099G	
Farm Income		Schedule F	
Other Incomes: Gambling Winnings, Debt Write-off, etc.		W-2G (Gambling Winnings), 1099C (Debt Write-off), etc.	
<b>TOTAL GROSS INCOME</b>	\$		

**The combined gross income of all titleholders cannot exceed \$60,000**

**IMPORTANT: TAXPAYERS WHO FILED A 2015 FEDERAL TAX RETURN MUST SUBMIT AN IRS TAX RETURN TRANSCRIPT.** (See page 4 for ordering information)

**Failure to submit this transcript and all income documents may result in disqualification of your application**

**IF YOU DID NOT FILE A 2015 FEDERAL TAX RETURN YOU MUST SIGN ONE OF THESE STATEMENTS:**

I (We) \_\_\_\_\_ did not file a Federal or State Income Tax Return for tax year 2015.

I (We) \_\_\_\_\_ only filed a State Income Tax Return for the 2015 tax year.

- **If you filed a State Tax Return**, you must submit a copy along with the documents from Column 3, or
- **If you did not file a State Tax Return**, you must submit all bank statements along with documents from Column 3 above.

## HOW TO OBTAIN AN IRS TRANSCRIPT OF YOUR 2015 TAX RETURN

Transcripts are provided by the IRS at no charge

### OPTION 1: REQUEST YOUR TRANSCRIPT BY PHONE (Receive it in 5 to 10 days)

Call **1-800-908-9946**. You will get a recorded message. When you hear the messages listed below, press the number next to it or enter the information requested. *Keep this script in front of you as you place your call.*

<u>Step</u>	<u>When you hear the message below</u>	<u>Press or enter</u>
1	To continue with English, press 1.....	Press 1
2	Please enter the Social Security number for which you are calling.....	Soc. Sec. No.
3	The Social Sec. No. you entered was ___ if this is correct, press 1 now.....	Press 1
4	To verify your address, please enter the number of your street address. Do not enter letters or fractions (If your street number has a dash “-“ such as 45-2000, enter only the 45).....	Street No.
<i>Listen to the recorded information regarding transcript. Wait until you hear Step 5.</i>		
5	To receive a transcript of your tax return press 2.....	Press 2
6	Please enter the year for which you would like information.....	2015
7	The year you entered is 2015, if this is correct press 1.....	Press 1
8	You have requested a transcript of your 2015 tax return, if this is correct press 1.....	Press 1
9	To end press 3.....	Press 3

### OPTION 2: GET A TRANSCRIPT BY MAIL AT: [www.irs.gov](http://www.irs.gov)

You can order your tax return transcript at <http://www.irs.gov> and have it be mailed to your address on record. Visit <http://www.irs.gov>. Under **Tools**, click on **Get a Tax Transcript by Mail**. To have your transcript mailed to you, click on **“Get Transcript by MAIL”**. **Note:** IRS will not mail transcripts to an address other than the one they have on file.

### OPTION 3: REQUEST YOUR TRANSCRIPT FROM THE LOCAL IRS OFFICE

**You must make an appointment before going to the IRS Office.**

Call **808-566-2705** or go to [Honolulu.appointment@irs.gov](mailto:Honolulu.appointment@irs.gov) to make an appointment

Go to the IRS Taxpayer Assistance Center located in the Prince Kuhio Federal Building at 300 Ala Moana Blvd. (corner of Punchbowl & Ala Moana). The person filing the tax return must be present with proper ID. Third party may also pick up your transcript with form 4506T-EZ with proper ID. Office hours: Monday – Friday 8:30 – 4:30 p.m.

**If you encounter problems in ordering your IRS Tax Return Transcript,  
please call the Tax Relief Office at (808) 768-3205**