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Once again the tax season is upon us. Many of you will be needing a Homestead Credit form completed by our office. Because of the volume of requests for this form, we have established a WORKSHEET that when filled out by you, the tenant, it helps to make the processing time much faster. Please follow the guidelines listed below:

- ✓ Fill out the form completely and legibly
- ✓ Enclose a self-addressed, stamped envelope that your completed form will be returned in. (Failure to do so may delay the processing time of your form.)
- ✓ If you send this form to our office, do not send the one the IRS mailed to you. (This will only cause unnecessary duplication and may delay the processing time.)

The forms are processed on a first-come, first-served basis. Expect your completed form in approximately 4 to 6 weeks. It will be printed on a separate sheet of paper in a format that is accepted by the IRS. The completed form cannot be faxed back to you as it needs an original signature from our office.

HOMESTEAD CREDIT WORKSHEET

Tenant Information:

Renter's Last Name First Name Middle Initial

Apt. #

Address of Rental Property

City WI Zip Code

WHAT TAX YEAR ARE YOU REQUESTING? _____

DO/DID YOU RENT A GARAGE? () YES () NO GARAGE# _____

I occupied rental property during:

From: _____ To: _____
Month/Day Month/Day

Do/Did you occupy the rental property with co-tenants? () YES () NO

(A co-tenant is any adult listed on the lease; does not include spouse or children)

EACH CO-TENANT SHOULD FILL OUT A SEPARATE HOMESTEAD CREDIT WORKSHEET.

<p><u>CIRCLE ONE</u></p> <p>Current</p> <p>Prior</p> <p><u>WAS HEAT</u></p> <p><u>INCLUDED IN RENT?</u></p> <p>() YES</p> <p>() NO</p>
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