



**NEW YORK STATE DEPARTMENT OF TAXATION & FINANCE  
OFFICE OF REAL PROPERTY TAX SERVICES**

**INSTRUCTIONS FOR APPLICATION FOR  
LOCAL GOVERNMENT EXEMPTION IMPACT REPORT  
(Real Property Tax Law Section 495)**

Chapter 258 of the Laws of 2008 added Section 495 to the Real Property Tax Law requiring counties, cities, towns, villages and school districts to attach to their tentative/preliminary budgets an exemption report. The measure is effective October 5, 2008 and applies to budgets for fiscal years commencing on and after that date.

Notice of the report is required to be included in any notice of the preparation of the budget otherwise required by law. Also, the report is required to be posted on any bulletin board maintained by the budgeting authority for public notices and on any website maintained by the budgeting authority. In addition to being attached to the tentative/preliminary budget, the report also will be part of the final budget.

The exemption report is required to show how much of the total assessed value on the final assessment roll used in that budgetary process is exempt from taxation. (Due to the timing of school district budgeting, school districts may need to use the latest final assessment roll). The law requires exemption reports to include:

- Every type of exemption granted by the taxing authority, and the cumulative impact of each type of exemption (in either dollar amount of assessed value or as a percentage of the total assessed value on the roll);
- The cumulative amount expected to be received from recipients of each type of exemption as payments in lieu of taxes or other payments for municipal services; and
- The cumulative impact of all exemptions granted.

Exemption categories that are less than one percent of the value of the entire roll can be grouped together as one category and labeled as "other" or some other appropriate title.

More information -- including questions and answers, the law itself and a sample report -- is available online: <http://www.tax.ny.gov/research/property/exempt/exemptionreporting.htm>.

The following instructions correspond to the information requested on the RP-495 and RP-495 PILOT forms.

**Date** – Date report prepared

**Taxing Jurisdiction** – Name of county, city, town, village or school district

**Fiscal Year Beginning** – The year in which the fiscal year begins (e.g., if the report applies to a municipal budget for the fiscal year beginning January 1, 2009, enter "2009")

**Total Equalized Value in Taxing Jurisdiction** –

- **For cities, towns, village assessing units, school districts within one municipality and non-assessing villages within one municipality** - the total equalized value is the total assessed value of all parcels divided by the level of assessment of the municipality on the assessment roll.
- **For counties, school districts in more than one municipality, and non-assessing villages in more than one municipality** - the total equalized value is the sum of the total equalized values of the municipal segments thereof. For each municipal segment, the total equalized value is the total assessed value of all parcels in the segment divided by the level of assessment of the municipality on the latest assessment roll.

**Exemption Code** – The 5-digit code that identifies the type of exemption. These codes are issued by the Office of Real Property Tax Services and are available online:

[http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2\\_02.htm](http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2_02.htm). The exemptions for each parcel are identified by these 5-digit codes on the assessment roll.

**Exemption Description** – Title of the exemption (e.g. Enhanced STAR, Senior Citizens, State-owned, County-owned, Industrial Development, Farm Building, etc.) are also available from [http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2\\_02.htm](http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2_02.htm). The description can also be the exemption title used on tax bills.

**Statutory Authority** – The section of the law authorizing the exemption. This can also be found online [http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2\\_02.htm](http://www.tax.ny.gov/research/property/assess/manuals/vol4/pt1/section2/sec2_02.htm).

**Number of Exemptions** – The total count of parcels receiving this exemption in the taxing jurisdiction

**Total Equalized Value** –

- **For cities, towns, village assessing units, school districts within one municipality and non-assessing villages within one municipality** - the total equalized value is the sum of the exempt assessed values of all parcels with this exemption divided by the level of assessment of the municipality on the assessment roll.
- **For counties, school districts in more than one municipality, and non-assessing villages in more than one municipality** – the sum of total equalized exempt value of each municipal segment for each individual exemption code. For each municipal segment, the total equalized value is the sum of the exempt assessed values of all parcels with this exemption divided by the level of assessment of the municipality on the assessment roll.

**Percentage of Value Exempted** – The total equalized value in Column E divided by the Total Equalized Value in the Taxing Jurisdiction listed above.

**Amount, If Any, Attributed to Payments in Lieu of Taxes (PILOTs)** – The total amount of all PILOTs, as listed on the RP-495-PILOT. Taxing jurisdictions without PILOTs will enter “0” and not complete the RP-495-PILOT.

**RP-495-PILOT** – Each PILOT agreement is listed under one or more exemptions. Similar to the RP-495, the code(s) for each PILOT is listed with accompanying information, as described above. No equalization is necessary because the PILOTs are made in actual dollar amounts.