2012

New Jersey Property Tax Reimbursement ("Senior Freeze") Application (Form PTR-1)

Filing Deadline Extended to

➔ September 16, 2013 ←

NOTE: **The proposed State Budget for fiscal year 2014, which must be adopted by July 1, 2013, contains modifications to the PTR Program. Under the proposal, only those applicants filing Form PTR-1 whose income for 2011 (their base year) did not exceed $80,000 and whose income for 2012 did not exceed $70,000 (the original limit was $82,880) would be eligible to receive a reimbursement payment for 2012, provided they met all the other program requirements. (See "Qualifications" on page 1 of the Form PTR-1 instruction booklet.)**

While residents whose 2011 income did not exceed $80,000 and whose 2012 income was over $70,000 but not over $82,880 would not receive reimbursements for 2012, even if they met all the other program requirements, by filing a 2012 Form PTR-1 by the due date, they can establish their eligibility for benefits in future years and ensure they will be mailed an application for 2013. If this budget proposal is adopted, the Division of Taxation will send notices to applicants whose 2012 income was over $70,000 but not over $82,880 advising them that they are not eligible to receive reimbursement payments for 2012.

FOR INFORMATION:

Visit the Division of Taxation Web Site: **www.state.nj.us/treasury/taxation/**

Call the Property Tax Reimbursement Hotline: **1-800-882-6597**

2012 Form PTR-1

New Jersey Property Tax Reimbursement ("Senior Freeze") Application

- **File your application by — June 3, 2013**
- **Application format has changed — read instructions carefully**
- **For more information call — 1-800-882-6597**

IMPORTANT

THIS FORM IS FOR APPLICANTS WHO DID NOT RECEIVE A 2011 PROPERTY TAX REIMBURSEMENT.

2012 Form PTR-1
Property Tax Reimbursement ("Senior Freeze") Application

What You Need To Know

- When completing your application, fill in the applicable ovals completely like this: ⬬ . This will ensure that your application is scanned successfully.
- Use only blue or black ink when completing your application.
- Make sure you complete all four pages and sign the application on the last page.
- Do not staple, paper clip, tape, or use any other fastening device to attach your property tax bills or other documentation to your application.
- Make sure you enclose copies of your **2011** and **2012** property tax bills and proof of payment **or** Form PTR-1A. Mobile home owners, enclose documentation of annual site fees due and paid **or** Form PTR-1B.
- Homeowners who enclose Form PTR-1A *must* use the amounts of 2011 and 2012 property taxes from Part II of that form to complete Lines 13 and 14 of their property tax reimbursement application, Form PTR-1.
- Mobile home owners who enclose Form PTR-1B *must* use the amounts of 2011 and 2012 property taxes (site fees × 0.18) from Part III of that form to complete Lines 13 and 14 of their property tax reimbursement application, Form PTR-1.
- Make sure you enclose proof of age or disability.
- If you meet the eligibility requirements for both **2011** and **2012,** you **must** file this application in order to use the amount of your **2011** property taxes to calculate your reimbursement in future years.
- Make sure all numbers entered on this form are placed within the boundaries of each box. Do not use dollar signs or dashes.

Print or type numbers like this:

1	2	3	4	5	6	7	8	9	0

Show dollar amounts like this:

7. Total 2011 Income .....

	9	,	2	4	0	.	1	7

IMPORTANT!

2011 Reimbursement Recipients. If you applied for and received a 2011 property tax reimbursement, you should have received a personalized application preprinted with information you provided last year. If you qualify for a 2012 property tax reimbursement, be sure to use the personalized application. If you have not received your personalized application, please call 1-800-882-6597.

Application and Instructions. The format of the 2012 property tax reimbursement application has changed. You must complete all four pages and sign the application on the last page. Read all instructions carefully. The method of reporting pension and retirement benefits (including IRA and annuity income) for property tax reimbursement purposes has changed as a result of a recent court decision.

Introduction

The Property Tax Reimbursement ("Senior Freeze") Program is designed to reimburse senior citizens and disabled persons for property tax increases. For applicants who met **all** the eligibility requirements for 2011, and again for 2012, the amount of the 2012 reimbursement will be the difference between the amount of property taxes that were due and paid by the applicant for 2011 and the amount of property taxes that were due and paid for 2012, provided, of course, that the amount paid for 2012 was greater than the amount paid for 2011. For mobile home owners, property tax means 18% of the annual site fees paid to the owner of a mobile home park.

Homeowners and mobile home owners who are receiving homestead benefits and/or property tax credits or deductions may also receive the property tax reimbursement if they meet the eligibility requirements. However, the total of all property tax relief benefits that you receive for 2012 (property tax reimbursement, homestead benefit, property tax deduction for senior citizens/disabled persons, and property tax deduction for veterans) cannot exceed the amount of 2012 property taxes (or rent/site fees constituting property taxes) paid for your residence.

Impact of State Budget

Eligibility requirements, including income limits, and benefits available under this program are subject to change by the State Budget.

Check the Division of Taxation's Web site at www.state.nj.us/treasury/taxation/ptr/index.shtml or call 1-800-323-4400 for updated information on eligibility and benefit amounts. Eligibility requirements and benefit amounts for 2012 property tax reimbursements will not be finalized until the completion of the State Budget that must be adopted by July 1, 2013.

Qualifications

To qualify for the 2012 reimbursement, an applicant must meet all of the following requirements:

- You must have been age 65 or older as of December 31, 2011, OR receiving Federal Social Security disability benefits as of December 31, 2011, and December 31, 2012. You do NOT qualify if the Federal Social Security disability benefits you (or your spouse/civil union partner) were receiving were received on behalf of someone else; **and**
- You must have lived in New Jersey continuously since December 31, 2001, or earlier as either a homeowner or a renter; **and**
- You must have owned and lived in your home (or have leased a site in a mobile home park on which you have placed a manufactured or mobile home that you own) since December 31, 2008, or earlier; **and**
- You must have paid the **full amount** of the property taxes due on your home:
  For 2011: By June 1, 2012, **and**
  For 2012: By June 1, 2013; **and**
- Your total annual income must have been:
  For 2011: $80,000 or less, **and**
  For 2012: $82,880 or less

  These limits apply regardless of your marital/civil union status. However, if your status at Line 1 and/or Line 2, Form PTR-1, is married/CU couple, you must report combined income of both spouses/CU partners for that year.

You may not apply for a reimbursement for:

(1) A vacation home, a "second home," or a property that you rent to someone else; **or**

(2) A property that consists of more than four units OR a property with four units or less that contains more than one commercial unit.

If you moved to your current home between January 1, 2009, and December 31, 2010, **AND** you filed for and received a reimbursement for property taxes (or mobile home park site fees) paid for the last full tax year that you occupied your previous home, you may be eligible to file a reimbursement application for 2012 if you meet all the other eligibility requirements. Go to www.state.nj.us/treasury/taxation/ptr2year.shtml to see if you qualify then call the Property Tax Reimbursement Hotline at 1-800-882-6597 for assistance.

Reminder

The Homestead Benefit and Property Tax Reimbursement ("Senior Freeze") Programs are separate programs and separate applications must be filed every year for each program.

Income Standards

With very few exceptions, ALL INCOME that you received during the year, including income which you are not required to report on your New Jersey income tax return, must be taken into account to determine eligibility for the property tax reimbursement. Income limits for eligibility are subject to adjustment annually.

If you have a loss in one category of income, it may be applied against income in the same category. However, if you have a net loss in one category of income, it **cannot** be applied against income or gains in another. In the case of a net loss in any category, leave that line blank.

Examples of possible sources of income (gross amounts unless otherwise noted) are as follows:

- Social Security Benefits (including Medicare Part B premiums) paid to or on behalf of the applicant
- Pension and Retirement Benefits (including annuity or IRA distributions and benefit payments from foreign countries)
- Salaries, Wages, Bonuses, Commissions, and Fees
- Unemployment Benefits
- Disability Benefits, whether public or private (including veterans' and black lung benefits)
- Interest (taxable and exempt)
- Dividends
- Capital Gains
- Net Rental Income
- Net Profits From Business
- Net Distributive Share of Partnership Income
- Net Pro Rata Share of S Corporation Income
- Support Payments
- Inheritances
- Royalties
- Fair Market Value of Prizes and Awards
- Gambling and Lottery Winnings (including New Jersey Lottery)
- Bequests and Death Benefits
- All Other Income

Sources of income which should **NOT** be taken into account to determine eligibility:

- Reparation or restitution payments to victims of National Socialist (Nazi) persecution; returns of property (tangible or intangible) seized, lost, or misappropriated as a result of Nazi actions or policies and any cash values in replacement of such property; payments of insurance policies purchased by victims of Nazi persecution; and any accumulated or accrued interest on such
- Benefit amounts received under the New Jersey State Lifeline Credit Program/Tenants Lifeline Assistance Program
- Benefits received as either New Jersey homestead, FAIR, or SAVER rebates
- Benefits received as property tax reimbursements
- Capital gains on the sale of a principal residence of up to $250,000 if single, and up to $500,000 if married/CU couple. Capital gains in excess of the allowable exclusion must be included in income. (Capital gains and the exclusion of all or part of the gain on the sale of a principal residence are computed in the same manner for both Federal and State income tax purposes.)
- Stipends from the Volunteers in Service to America (VISTA), Foster Grandparents, and Workforce 55+ programs; and programs under Title V of the Older Americans Act of 1965
- Proceeds received from a spouse's/civil union partner's life insurance policy
- Proceeds received by the beneficiary of a Special Needs Trust
- Proceeds received from viatical settlements
- Agent Orange Payments

- Reparation payments to Japanese Americans by the Federal Government pursuant to sections 105 and 106 of the Civil Liberties Act of 1988, P.L. 100-383 (50 U.S.C. App. 1989b-4 and 1989b-5)
- Rewards involving health care fraud or abuse which apply to N.J.A.C. 10:49-13.4
- Rollovers from one financial instrument (pension, annuity, IRA, insurance contract or other retirement benefit) to another financial instrument
- Tax-free exchanges of a policy or contract handled between two insurance companies
- Insurance policyholder's original contributions if demutualization of the policy occurs
- Income tax refunds (New Jersey, Federal, and other jurisdictions)

Filing Requirements

Due Date June 3, 2013

Eligible applicants must file the 2012 Property Tax Reimbursement Application (Form PTR-1) on or before June 3, 2013. Applications postmarked on or before the due date are considered to be filed on time. Applications postmarked after the due date are considered to be filed late.

Proof of Age/Disability

Applicants 65 years of age or older must submit proof of age with their applications. Examples of acceptable documentation include copies of the following:

- Birth certificate
- Driver's license
- Church records

Applicants who are not 65 years of age or older, but are receiving Federal Social Security disability benefits, must submit a copy of the Social Security Award Letter indicating that the applicant was receiving benefits. An applicant does not qualify if receiving benefits on behalf of someone else.

Proof of Payment

Applicants are required to submit with their applications proof of the amount of property taxes that were due **and** paid. The Division of Taxation will accept copies of the following:

HOMEOWNERS

1. **Property tax bills** for both 2011 and 2012, **along with**
2. **Proof of the amount of property taxes paid** which may be either:
   a. Copies of cancelled checks or receipts for both 2011 and 2012 showing the amount of property taxes paid; or
   b. Copies of Form 1098 for both 2011 and 2012 which you received from your mortgage company showing the amount of property taxes which were paid out of your escrow account.

Verification Form. We realize that you may not be able to locate your 2011 and 2012 property tax bills or proof of the amount of taxes paid. For your convenience, we have included a form in this booklet (Form PTR-1A) which you may submit as proof of the amount of property taxes due and paid.

Note: If you choose to use Form PTR-1A, you must have Part II completed and certified by your local tax collector as to the amount of property taxes due and paid for both 2011 and 2012. Be sure to enclose the completed verification form with your Form PTR-1 application.

Co-ops and continuing care retirement facilities. Residents of cooperative dwelling units and continuing care retirement facilities must obtain a statement from their management indicating their share of property taxes paid for the residential unit they occupy and submit the statement with Form PTR-1.

Multiple owners (if home is owned by more than one person, other than husband and wife or civil union partners). If title to the property is held by the eligible applicant with others as tenants in common or joint tenants (except in the case of a husband and wife or civil union partners), the applicant is only eligible for the proportionate share of the reimbursement which reflects his or her percentage of ownership. This is true even if the other owner(s) did not live in the home. The shares of ownership of the property are considered to be held equally by all owners. If the shares of ownership are not equal, the applicant must provide documentation as to the percentage of ownership.

Multiple units (if home consists of more than one unit). If the property consists of more than one unit, the applicant is only eligible for the proportionate share of the reimbursement which reflects the percentage of the property used as his or her principal residence.

MOBILE HOME OWNERS

1. **A copy of the contract(s) or agreement(s)** for both 2011 and 2012 from the mobile home park showing the amount of your site fees, **along with**
2. **Proof of the amount of site fees paid** which may be either:
   a. Copies of cancelled checks or receipts for both 2011 and 2012 showing the amount of site fees paid; or
   b. A signed statement from the mobile home park management showing the amount of site fees paid for both 2011 and 2012.

Verification Form. In place of 1 and 2 above, mobile home owners may provide a completed Form PTR-1B.

Note: If you choose to use Form PTR-1B, you must have Part II completed and certified by the owner or manager of the mobile home park as to the amount of mobile home park site fees due and paid for both 2011 and 2012. Be sure to enclose the completed verification form with your Form PTR-1 application.

Deceased Residents

If a person met all the eligibility requirements for 2011 and 2012, but died before filing an application, Form PTR-1 should be filed by the surviving spouse/civil union partner or personal representative (executor or administrator of an estate or anyone who is in charge of the decedent's personal property). If a joint application is being filed, write the name and address of the decedent and the surviving spouse/civil union partner in the name and address fields. If a joint application is not being filed, write the decedent's name in the name field and the personal representative's name and address in the remaining fields. Print "Deceased" and the date of death above the decedent's name. Indicate on Line 1 the marital status of the applicant(s) on December 31, 2011, and indicate on Line 2 the marital/civil union status of the applicant(s) on December 31, 2012. If a personal representative has been appointed, that person must sign the application in his or her official capacity. If a joint application is being filed, the surviving spouse/civil union partner must also sign. If no personal representative has been appointed, the surviving spouse/civil union partner signs the application and writes "Filing as Surviving Spouse" or "Filing as Surviving Civil Union Partner" in the signature section. If no personal representative has been appointed and there is no surviving spouse/civil union partner, the person in charge of the decedent's property must sign the application as "personal representative."

Fill in the oval below the signature line and enclose a copy of the decedent's death certificate in order to have the reimbursement check issued to the surviving spouse/civil union partner or estate.

When a spouse/civil union partner dies prior to December 31, the marital/civil union status of the survivor who does not remarry or enter into a new civil union during that year is "Single." He or she must satisfy all the eligibility requirements (age or disability, income, residency) for that year as a single individual.

Reimbursement Checks

For qualified applicants who apply before May 1, 2013, reimbursement checks will be sent on or before July 15, 2013. Qualified applicants who apply between May 1 and June 3, 2013, will be sent reimbursement checks on or before September 1, 2013.

Note: Eligibility requirements, including income limits, and benefits available under this program are subject to change by the State Budget. Check the Division of Taxation's Web site at www.state.nj.us/treasury/taxation/ptr/index.shtml or call 1-800-323-4400 for updated information on eligibility and benefit amounts. Eligibility requirements and benefit amounts for 2012 property tax reimbursements will not be finalized until the completion of the State Budget that must be adopted by July 1, 2013.

Under New Jersey law, if you receive a property tax reimbursement that is larger than the amount for which you are eligible, you will be required to repay any excess you received. The amount you owe can be deducted from your property tax reimbursement, income tax refund or credit, or homestead benefit before the payment is issued.

Privacy Act Notification

The Federal Privacy Act of 1974 requires an agency requesting information from individuals to inform them why the request is being made and how the information is being used.

Your social security number is used primarily to account for and give credit for tax payments. The Division of Taxation also uses social security numbers in the administration and enforcement of all tax laws for which it is responsible. In addition, the Division of Taxation is required by law to forward an annual list to the Administrative Office of the Courts containing the names, addresses, and social security numbers of individuals who file a New Jersey tax return or property tax benefit application. This list will be used to avoid duplication of names on jury lists.

Completing the Application

Name and Address

Place the peel-off label in the name and address section at the top of the application. You will find your preprinted name and address label inside the insert at the front of this booklet. **Do not use the mailing label if any of the information is inaccurate.** If the information on the preprinted label is incorrect or if you did not receive a preprinted label, print or type your name (last name first), complete address, and zip code in the spaces provided. Be sure to include your spouse's/civil union partner's name if your marital/civil union status as of December 31, 2012, was married/CU couple. Your reimbursement and next year's application will be sent to the address you provide.

Social Security Number

If your marital/civil union status as of December 31, 2012, was single, you must enter your social security number in the space provided on the application, one digit in each box (☐). Your social security number is not printed on your name and address label. If your status as of December 31, 2012, was married/CU couple, you must report both applicants' numbers in the order in which the names are listed on the application. If you were married or in a civil union but living apart from your spouse/civil union partner, and you did not have access to or receive support from their income, you are considered "Single" for purposes of the property tax reimbursement and you should enter only your social security number on the application.

If you (or your spouse/civil union partner) do not have a social security number, file Form SS-5 with the Social Security Administration to apply for a social security number. If you are not eligible for a social security number, you must file Form W-7 with the Internal Revenue Service to obtain an individual taxpayer identification number (ITIN). If you applied for but have not received an ITIN by the due date, enclose a copy of your Federal Form W-7 application with Form PTR-1.

County/Municipality Code

Enter your four-digit county/municipality code, one digit in each box (☐), from the table on page 14. This code identifies the county and municipality of your current residence. The county and municipality codes in these instructions are for Division of Taxation purposes only.

Note: If the local name of the place where you live is not listed, enter the code for the municipality where the property taxes were paid on your dwelling. (Go to www.state.nj.us/infobank/locality.htm for a listing of local names in the State and the county and municipality in which they are located.)

Marital/Civil Union Status (Lines 1 and 2)

Line 1. Indicate your marital/civil union status on December 31, 2011. Fill in only one oval (⬬). If you were married or in a civil union but living apart from your spouse/civil union partner, and you did not have access to or receive support from their income, you are considered "Single" for purposes of the property tax reimbursement.

Line 2. Indicate your marital/civil union status on December 31, 2012. Fill in only one oval (⬬). If you were married or in a civil union but living apart from your spouse/civil union partner, and you did

not have access to or receive support from their income, you are considered "Single" for purposes of the property tax reimbursement.

Age/Disability Status (Lines 3 and 4)

Fill in the oval (⬬) to indicate your status as follows:

Line 3a. Indicate whether you were 65 or older on December 31, 2011. Fill in the appropriate oval to the right of "Yourself." If your marital/civil union status was married/CU couple, fill in the appropriate oval to the right of "Spouse/CU Partner."

Line 3b. Indicate whether you were receiving Federal Social Security disability benefits on December 31, 2011. Fill in the appropriate oval to the right of "Yourself." If your marital/civil union status was married/CU couple, fill in the appropriate oval to the right of "Spouse/CU Partner."

Line 4a. Indicate whether you were 65 or older on December 31, 2012. Fill in the appropriate oval to the right of "Yourself." If your marital/civil union status was married/CU couple, fill in the appropriate oval to the right of "Spouse/CU Partner."

Line 4b. Indicate whether you were receiving Federal Social Security disability benefits on December 31, 2012. Fill in the appropriate oval to the right of "Yourself." If your marital/civil union status was married/CU couple, fill in the appropriate oval to the right of "Spouse/CU Partner."

Applicant(s) must meet the age or disability requirements for **both 2011 and 2012**. If neither you nor your spouse/civil union partner met the requirements, **you are not eligible for the reimbursement and you should not file this application.**

Residency Requirements (Lines 5 and 6)

Line 5. Fill in the "Yes" oval (⬬) if you lived in New Jersey continuously since December 31, 2001, or earlier as either a homeowner or a renter. If "No," **you are not eligible for a property tax reimbursement and you should not file this application.**

Line 6. Fill in the "Yes" oval (⬬) if you owned and lived in the same home for which you are claiming the reimbursement (or leased a site in a mobile home park in New Jersey on which you placed a manufactured or mobile home that you own) continuously since December 31, 2008, or earlier. If "No," **you are not eligible for a property tax reimbursement and you should not file this application.**

Important

If you did not satisfy all the requirements at Lines 3, 4, 5, and 6 for BOTH 2011 AND 2012, you are not eligible for the reimbursement. Do not file the application.

Determining Total Income (Lines 7 and 8)

2011 Total Income*		2012 Total Income*	
If your total 2011 income was…	**Then…**	**If your total 2012 income was…**	**Then…**
$80,000 or less	You meet the income eligibility requirement for 2011. Continue completing the application.	$82,880 or less	You meet the income eligibility requirement for 2012. Continue completing the application.
Over $80,000	**You are not eligible** for the reimbursement and should not file this application.	Over $82,880	**You are not eligible** for the reimbursement and should not file this application.

* **These income limits apply regardless of your marital/civil union status.** If your status at Line 1 and/or Line 2, Form PTR-1, is married/CU couple, you must report the combined income of both spouses/CU partners for that year.

Determining Total Income (Lines 7 and 8)

Review "Income Categories" below before entering your income amounts for 2011 and 2012 on Lines a - w. For a list of sources of income that you are not required to take into account to determine income eligibility, see page 2.

Line 7. List all the income you received in 2011. If your total 2011 income was $80,000 or less, you meet the income eligibility requirement for 2011. See chart on page 6. If you were married or in a civil union as of December 31, 2011, you must combine your income with your spouse's/civil union partner's income. If your spouse/civil union partner died during 2011 and your status on December 31, 2011, was "Single," list only the income you yourself received (do not include your deceased spouse's/civil union partner's income). Joint income must be apportioned to reflect the amount you received. If you meet the income eligibility requirement for 2011 continue with Line 8.

Line 8. List all the income you received in 2012. If your total 2012 income was $82,880 or less, you meet the income eligibility requirement for 2012. See chart on page 6. If you were married or in a civil union as of December 31, 2012, you must combine your income with your spouse's/civil union partner's income. If your spouse/civil union partner died during 2012 and your status on December 31, 2012, was "Single," list only the income you yourself received (do not include your deceased spouse's/civil union partner's income). Joint income must be apportioned to reflect the amount you received. If you meet the income eligibility requirements for both 2011 and 2012, continue with Line 9.

Income Categories

With very few exceptions, ALL INCOME that you received during the year, including income which you are not required to report on your New Jersey income tax return, must be taken into account to determine eligibility for the property tax reimbursement. In most cases, you must report on your application the total (gross) amount of income you received, whether taxable or nontaxable.

If you have a loss in one category of income, it may be applied against income in the same category. However, if you have a net loss in one category of income, it **cannot** be applied against income or gains in another category. In the case of a net loss in any category, leave that line blank.

Line A
Enter the total amount of Social Security or Railroad Retirement benefits (including Medicare Part B premiums) from Box 5 of Form SSA-1099 or Form RRB-1099.

Line B
Enter the total amount of wages, salaries, tips, etc. you received from all employment both inside and outside New Jersey as shown in Box 1 of Form W-2. Include all payments you received whether in cash, benefits, or property.

Line C
Enter the total amount you received from fees, commissions, bonuses, and any other payments received for services performed both inside and outside New Jersey which are not already listed on Line b. Include all payments you received whether in cash, benefits, or property.

Line D
Enter the total amount of unemployment benefits you received as shown in Box 1 of Form 1099-G.

If you received family leave insurance benefits, enter the total amount shown in Box 1 of the Form 1099-G you received for those payments.

Line E
Enter the total amount of disability benefits you received, including veterans' and black lung benefits.

Line F
Enter the total amount of interest you received from sources both inside and outside of New Jersey. All interest, whether taxable or tax-exempt, must be included. If you incurred a penalty by making a withdrawal from a certificate of deposit or other time-deposit account early, you may subtract this penalty from your total interest.

Line G
Enter the total amount of dividends you received from investments (e.g., from stocks, mutual funds) or other income-producing activities which do not constitute a trade or business. The total amount of dividends received, regardless of where earned, must be reported.

Line H
Enter the total amount of capital gains you received from the sale, exchange, or other disposition of property. This includes all gains or income derived from the sale of real property (e.g., house, condominium unit, parcel of land) and personal property whether tangible (e.g., car, jewelry, furniture) or intangible (e.g., stocks, bonds, mutual funds). All gains, whether taxable or nontaxable, must be reported.

Capital gains on the sale of a principal residence of up to $250,000 for a single person or up to $500,000 for a married/civil union couple that are also excluded from income taxation for Federal and New Jersey purposes may be excluded. Capital gains in excess of the allowable exclusion must be reported.

Line I
Enter the net amount (after expenses) of rental income you received.

Line J
Enter the net amount of income (profits) from your business, trade, or profession whether carried on inside or outside of New Jersey.

Line K
Enter the net amount of your distributive share of partnership income, regardless of whether or not the income was actually distributed.

Line L
Enter the amount of your net pro rata share of S corporation income, regardless of whether or not the income was actually distributed.

Line M
Enter the total amount of alimony and separate maintenance payments you received which were required under a decree of divorce/dissolution or separate maintenance. Do not include payments received for child support.

Line N
Enter the total amount you received as an inheritance (whether received in the form of cash or property) except for transfers of property or assets from a deceased spouse/civil union partner to a surviving spouse/civil union partner. You must also report any income you received as a beneficiary of an estate or trust.

Line O
Enter the total amount of income you received from royalties.

Line P
Enter the total amount of gambling and lottery winnings you received, including all New Jersey Lottery winnings.

Line Q
Enter the total value of any property or assets you received as a gift or bequest and amounts paid as death benefits. You must also include life insurance proceeds payable by reason of death, except for payments to the spouse/civil union partner of the deceased.

Line R
Enter the total amount of any other income you received for which a place has not been provided elsewhere on the application. Income from sources both legal and illegal must be included.

Line S
2011. Add the amounts on Lines a through r and enter the result on Line s. If the amount on Line s is $80,000 or less, continue to Line t.

If the amount on Line s is over $80,000, **you are not eligible for the reimbursement and you should not file this application.**

2012. Add the amounts on Lines a through r and enter the result on Line s. If the amount on Line s is $82,880 or less, continue to Line t.

If the amount on Line s is over $82,880, **you are not eligible for the reimbursement and you should not file this application.**

Line T
Enter the total amount of pension and annuity payments, including IRA withdrawals, as shown in Box 1, “Gross distribution,” of Form 1099-R.

Do not include income from: a direct rollover to another financial instrument, a tax-free exchange of a policy or contract between two insurance companies, or a conversion from an existing traditional IRA to a Roth IRA.

Line U
2011. Add the amounts on Line s and Line t and enter the result on Line u. If the amount on Line u

is $80,000 or less, also enter this amount in the boxes at Line 7, Total 2011 Income, and continue completing the application on page 3.

If the amount on Line u is over $80,000, complete Line v.

2012. Add the amounts on Line s and Line t and enter the result on Line u. If the amount on Line u is $82,880 or less, also enter this amount in the boxes at Line 8, Total 2012 Income, and continue completing the application on page 4.

If the amount on Line u is over $82,880, complete Line v.

Line V

Do not enter on Line v the amount of Gross Pension and Retirement Benefits you reported on Line t. Follow the instructions below to calculate the amount of New Jersey Pension and Retirement Benefits for Line v. In most cases, the New Jersey amount will be less than the amount on Line t.

Enter the total amount (after adjustments) of pension and annuity payments, including IRA withdrawals, that you reported on Line 19, Pensions, Annuities, and IRA Withdrawals, of your New Jersey resident income tax return, Form NJ-1040. If you are required to file Form NJ-1040, you must complete Line 19 before you complete your PTR-1 application.

If you are not required to file Form NJ-1040, you must calculate the amount you would have reported on Line 19 if you did file the return. For your convenience, a copy of the instructions for completing Line 19 of Form NJ-1040 has been included in this booklet as Appendix A. You can use those instructions to calculate the Line 19 amount for both 2011 and 2012.

For property tax reimbursement purposes, you **must** make adjustments to the Line 19 amount as follows:

1. Add any amounts received as U.S. military pension or survivor's benefit payments.
2. Add any amounts received **before age 65** as a total and permanent disability pension.
3. If you received a distribution from a Roth IRA, add the portion of the distribution that you would have reported if it were a traditional IRA. See Appendix A.

Do not include income from: a direct rollover to another financial instrument, a tax-free exchange of a policy or contract between two insurance companies, or a conversion from an existing traditional IRA to a Roth IRA.

Line W

2011. Add the amounts on Line s and Line v and enter the result on Line w. If the amount on Line w is $80,000 or less, also enter this amount in the boxes at Line 7, Total 2011 Income, and continue completing the application on page 3.

If the amount on Line w is over $80,000, **you are not eligible for the reimbursement and you should not file this application.**

2012. Add the amounts on Line s and Line v and enter the result on Line w. If the amount on Line w is $82,880 or less, also enter this amount in the boxes at Line 8, Total 2012 Income, and continue completing the application on page 4.

If the amount on Line w is over $82,880, **you are not eligible for the reimbursement and you should not file this application.**

Principal Residence (Lines 9 – 12)

Line 9 - Status

Fill in the oval (⬬) to indicate whether you are claiming the reimbursement as a "Homeowner" or "Mobile Home Owner." Fill in only one oval.

Line 10 - Block and Lot Numbers

Homeowners enter the Block and Lot Numbers of the residence for which the reimbursement is being claimed. (If a condominium, also include qualifier.) You may obtain this information from your current property tax bill or from your local tax assessor.

When you enter the Block and Lot Numbers on your application, treat the space between the fifth and sixth boxes as a decimal point and enter your numbers accordingly (e.g., if the Block Number is

35.6, enter "35" in the boxes immediately to the left of the space, and enter "6" in the box immediately to the right of the space.

Mobile Home Owners will not have a block or lot number.

Line 11a - Multiple Owners
Homeowners. Check "Yes" only if you owned your principal residence with someone else (other than your spouse/civil union partner) — even if the other owner(s) did not live in the home. For example, you and your sister own the home you live in. If you (and your spouse/civil union partner) were the sole owner(s), check "No."

Mobile Home Owners. If you occupied your mobile home with someone other than your spouse/civil union partner and shared site fees with them, check "Yes." If you (and your spouse/civil union partner) were the sole occupant(s), check "No."

Line 11b - Percentage of Ownership
Homeowners. If you answered "Yes" at Line 11a, enter the share (percentage) of the property owned by you (and your spouse/civil union partner). For example, if you and your spouse/civil union partner own your principal residence equally with your daughter, you and your spouse/civil union partner own one-half of the property and must enter 50% on Line 11b of your application. If your daughter is also eligible, she must file a separate property tax reimbursement application.

Mobile Home Owners. If you answered "Yes" at Line 11a, enter the share (percentage) of site fees that you (and your spouse/civil union partner) paid.

Line 12a - Multi-Unit Properties
Check "Yes" if your principal residence consisted of more than one unit. For example, you own a property which consists of four residential units and you occupy one of the units as your principal residence. If your principal residence consisted of only one unit, check "No."

NOTE: Residents of condominium complexes, co-ops, and continuing care retirement facilities are not considered to be living in multi-unit dwellings and should check "No."

Line 12b - Percentage of Occupancy
If you answered "Yes" at Line 12a, enter the share (percentage) of the property that you (and your spouse/civil union partner) used as your principal residence. For example, if you and your spouse/civil union partner own a duplex and live in one-half of the property and your daughter lives in the other half, you must enter 50% on Line 12b.

2012 and 2011 Property Taxes (Lines 13 and 14)

HOMEOWNERS
Enter your total property taxes due and paid on your principal residence in New Jersey for 2012 on Line 13, and for 2011 on Line 14. (If you received a senior citizen's deduction, veteran's deduction, Regional Efficiency Aid Program (REAP) credit, and/or homestead benefit credit(s) in 2011 or 2012, enter the amount of property taxes actually due and paid before the deduction(s) and/or credit(s) were subtracted.) *If you enclose Form PTR-1A, you must enter the property tax amounts for 2011 and 2012 from Part II, Line 8.*

Enter dollars and cents, one digit in each box (☐). Do not use dollar signs or dashes. If you did not pay the full amount of 2012 property taxes due by June 1, 2013, or if you did not pay the full amount of 2011 property taxes due by June 1, 2012, you are not eligible for the reimbursement.

NOTE:
- **If you (or your spouse/civil union partner) are a totally and permanently disabled veteran who received a 100% exemption from local property taxes in 2011 or 2012, you are not eligible for a property tax reimbursement, even if a portion of the dwelling was rented to a tenant and property taxes were paid on the rented portion.**
- **If you made P.I.L.O.T. (Payments-in-Lieu-of-Tax) payments to your municipality during 2011 or 2012, these payments are not considered property taxes for purposes of the property tax reimbursement.**

Residents of cooperative dwelling units and continuing care retirement facilities must obtain a statement from their management indicating their share of property taxes paid for the residential unit they occupy.

PTR-1

STATE OF NEW JERSEY

2012 PROPERTY TAX REIMBURSEMENT APPLICATION

You must enter your social security number below

For Privacy Act Notification, See Instructions

Your Social Security Number	Last Name, First Name and Initial (Joint applicants enter first name and initial of each. Enter spouse/CU partner last name ONLY if different)
Spouse's/CU Partner's Social Security Number	Home Address (Number and Street, including apartment number or rural route)
County/Municipality Code (See instructions)	City, Town, Post Office State Zip Code

Place label on form if all preprinted information is correct. Otherwise, print or type your name and address.

This is a four-page application. You must complete all four pages. Fill in ovals completely.

MARITAL/CIVIL UNION STATUS

1. Your Marital/Civil Union Status on December 31, 2011: ← Single ← Married/CU Couple
2. Your Marital/Civil Union Status on December 31, 2012: ← Single ← Married/CU Couple

AGE/DISABILITY STATUS

3a. On December 31, 2011, were you age 65 or older?	Yourself	← Yes	← No
	Spouse/CU Partner	← Yes	← No
3b. On December 31, 2011, were you receiving Federal Social Security Disability Benefits?	Yourself	← Yes	← No
	Spouse/CU Partner	← Yes	← No
4a. On December 31, 2012, were you age 65 or older?	Yourself	← Yes	← No
	Spouse/CU Partner	← Yes	← No
4b. On December 31, 2012, were you receiving Federal Social Security Disability Benefits?	Yourself	← Yes	← No
	Spouse/CU Partner	← Yes	← No

Applicant(s) must meet the age or disability requirements **for both 2011 and 2012**. If neither you nor your spouse/CU partner met the requirements, you are not eligible for the reimbursement and you should not file this application. See "Qualifications" on page 1 of instructions.

PROOF OF AGE OR DISABILITY FOR 2011 AND 2012 MUST BE SUBMITTED WITH APPLICATION

Age 65 or Older: Copy of Birth Certificate, Driver's License, Church Records

Receiving Federal Social Security Disability Benefits: Copy of Social Security Award Letter

See instructions for more information.

RESIDENCY REQUIREMENTS

5. Have you lived in New Jersey continuously since December 31, 2001, or earlier as either a homeowner or a renter? ← Yes ← No

   If "No," STOP. You are not eligible for the reimbursement and you should not file this application.

6. Have you owned and lived in the same New Jersey home since December 31, 2008, or earlier? (Mobile Home Owners, see instructions) ← Yes ← No

   If "No," STOP. You are not eligible for the reimbursement and you should not file this application.

CONTINUE TO PAGE 2 →

Name(s) as shown on PTR-1	Your Social Security Number

DETERMINING 2011 INCOME (LINE 7)

Enter your annual income for 2011. See "Income Standards" and "Determining Total Income" in the instructions for information on possible sources of income and how to determine the amount to be reported in each category. If you had no income in a particular category, leave that line blank. Losses in one category of income cannot be used to reduce total income. **If you have a net loss in any income category, leave that blank.** If you were married or in a civil union as of December 31, 2011, you must combine your income with your spouse's/CU partner's income.

INCOME CATEGORIES		2011	
a. Social Security Benefits (including Medicare Part B premiums) paid to or on behalf of applicant	a.		
b. Salaries and Wages	b.		
c. Bonuses, Commissions, and Fees	c.		
d. Unemployment Benefits	d.		
e. Disability Benefits, whether public or private (including veterans' and black lung benefits)	e.		
f. Interest (taxable and exempt)	f.		
g. Dividends	g.		
h. Capital Gains	h.		
i. Net Rental Income	i.		
j. Net Profits From Business	j.		
k. Net Distributive Share of Partnership Income	k.		
l. Net Pro Rata Share of S Corporation Income	l.		
m. Support Payments	m.		
n. Inheritances	n.		
o. Royalties	o.		
p. Gambling and Lottery Winnings (including New Jersey Lottery)	p.		
q. Bequests and Death Benefits	q.		
r. All Other Income	r.		
s. Add lines a - r above. Is the amount on line s $80,000* or less? ☐ **Yes**. Continue to line t. ☐ **No**. **STOP**. You are not eligible for the reimbursement and you should not file the application.	s.		
t. Gross Pension and Retirement Benefits (including IRA and annuity income) from Form 1099-R, Box 1	t.		
u. Add line s and line t. Is the amount on line u $80,000* or less? ☐ **Yes**. Enter this amount in the boxes at Line 7 and continue to page 3. ☐ **No**. Complete line v.	u.		
v. New Jersey Pension and Retirement Benefits (including IRA and annuity income). **DO NOT enter amount from Line t on this line**. See instructions for calculating amount to report on Line v.	v.		
w. Add line s and line v. Is the amount on line w $80,000* or less? ☐ **Yes**. Enter this amount in the boxes at Line 7 and continue to page 3. ☐ **No**. **STOP**. You are not eligible for the reimbursement and you should not file the application.	w.		
7. Total 2011 Income	7.	☐☐,☐☐☐.☐☐	

*Subject to change by State Budget

CONTINUE TO PAGE 3 →

Name(s) as shown on PTR-1	Your Social Security Number

DETERMINING 2012 INCOME (LINE 8)

Enter your annual income for 2012. See "Income Standards" and "Determining Total Income" in the instructions for information on possible sources of income and how to determine the amount to be reported in each category. If you had no income in a particular category, leave that line blank. Losses in one category of income cannot be used to reduce total income. **If you have a net loss in any income category, leave that blank.** If you were married or in a civil union as of December 31, 2012, you must combine your income with your spouse's/CU partner's income.

INCOME CATEGORIES		2012	
a. Social Security Benefits (including Medicare Part B premiums) paid to or on behalf of applicant	a.		
b. Salaries and Wages	b.		
c. Bonuses, Commissions, and Fees	c.		
d. Unemployment Benefits	d.		
e. Disability Benefits, whether public or private (including veterans' and black lung benefits)	e.		
f. Interest (taxable and exempt)	f.		
g. Dividends	g.		
h. Capital Gains	h.		
i. Net Rental Income	i.		
j. Net Profits From Business	j.		
k. Net Distributive Share of Partnership Income	k.		
l. Net Pro Rata Share of S Corporation Income	l.		
m. Support Payments	m.		
n. Inheritances	n.		
o. Royalties	o.		
p. Gambling and Lottery Winnings (including New Jersey Lottery)	p.		
q. Bequests and Death Benefits	q.		
r. All Other Income	r.		
s. Add lines a - r above. Is the amount on line s $82,880* or less? ☐ **Yes**. Continue to line t. ☐ **No**. **STOP**. You are not eligible for the reimbursement and you should not file the application.	s.		
t. Gross Pension and Retirement Benefits (including IRA and annuity income) from Form 1099-R, Box 1	t.		
u. Add line s and line t. Is the amount on line u $82,880* or less? ☐ **Yes**. Enter this amount in the boxes at Line 8 and continue to page 4. ☐ **No**. Complete line v.	u.		
v. New Jersey Pension and Retirement Benefits (including IRA and annuity income). **DO NOT enter amount from Line t on this line**. See instructions for calculating amount to report on Line v.	v.		
w. Add line s and line v. Is the amount on line w $82,880* or less? ☐ **Yes**. Enter this amount in the boxes at Line 8 and continue to page 4. ☐ **No**. **STOP**. You are not eligible for the reimbursement and you should not file the application.	w.		
8. Total 2012 Income	8.	☐☐,☐☐☐.☐☐	

*Subject to change by State Budget

CONTINUE TO PAGE 4 →

Name(s) as shown on PTR-1 | Your Social Security Number

PRINCIPAL RESIDENCE

9. Status (fill in appropriate oval): ← Homeowner ← Mobile Home Owner

10. Homeowners: Enter the block and lot numbers of your 2012 principal residence.

Block | Lot | Qualifier

	2011	2012
11a. Did you share ownership of your principal residence with anyone other than your spouse/CU partner? (Mobile Home Owners, see instructions)	Yes No	Yes No
11b. If you answered "Yes," indicate the share (percentage) of the property owned by you (and your spouse/CU partner) (Mobile Home Owners, see instructions)	%	%
12a. Does your principal residence consist of more than one unit?	Yes No	Yes No
12b. If you answered "Yes," indicate the share (percentage) of the property that you (and your spouse/CU partner) occupy as your principal residence.	%	%

See instructions before completing Lines 13 and 14 if you:

- Answered "Yes" at Line 11a or Line 12a; or
- Received any deduction(s) and/or credit(s) on your property tax bills.

PROPERTY TAXES

Proof of Property Taxes Due and Paid for 2011 and 2012 Must be Submitted With Application. See instructions.

13. Enter your total 2012 property taxes due and paid on your principal residence. (For Mobile Home Owners, property taxes are your total site fees paid multiplied by 0.18). . . . . 13. , .

14. Enter your total 2011 property taxes due and paid on your principal residence. (For Mobile Home Owners, property taxes are your total site fees paid multiplied by 0.18). . . . . 14. , .

REIMBURSEMENT AMOUNT (See "Impact of State Budget" on page 1 of instructions.)

15. Subtract Line 14 from Line 13 . . . . . 15. , .

If Line 15 is zero or less, you are not eligible for a reimbursement and you should not file this application.

SIGN HERE

Under the penalties of perjury, I declare that I have examined this Property Tax Reimbursement Application, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. If prepared by a person other than applicant, this declaration is based on all information of which the preparer has any knowledge.

Your Signature | Date | Spouse's/CU Partner's Signature (if applying jointly, BOTH must sign)

If enclosing copy of death certificate for deceased applicant, fill in. (See instructions)

Paid Preparer's Signature | Federal Identification Number

Firm's Name | Federal Employer Identification Number

Due Date: June 3, 2013

Mail your completed application to:

NJ Division of Taxation
Revenue Processing Center
Property Tax Reimbursement
PO Box 635
Trenton, NJ 08646-0635

Property Tax Reimbursement Hotline: 1-800-882-6597

Division Use 1 2 3 4 5 6 7

Form PTR-1A

Homeowners

Verification of 2011 and 2012 Property Taxes

(Use blue or black ink. See instructions for completion on back.)

Part I — To Be Completed by Applicant (Part II to be completed by tax collector)

Social Security # _____ – _____ – _____ Spouse's/CU Partner's Social Security # _____ – _____ – _____

Name _____
Last Name, First Name, and Initial (Joint filers enter first name and initial of each - Enter spouse's/CU partner's last name ONLY if different)

Address _____
Street City State Zip Code

Block _____ Lot _____ Qualifier _____

	2011	2012
A. Did you own your principal residence with someone who was not your spouse/CU partner?	Yes ☐ No ☐	Yes ☐ No ☐
B. If yes, indicate the share (percentage) of property that you (and your spouse/CU partner) owned.	☐☐ %	☐☐ %
C. Does your principal residence have more than one unit?	Yes ☐ No ☐	Yes ☐ No ☐
D. If yes, indicate the share (percentage) of property used as your principal residence.	☐☐ %	☐☐ %

Part II — To Be Completed by Tax Collector

2011 Property Taxes

1. Total Amount Levied by Municipality (before Deductions and/or Credits are subtracted) ..... $ _____
2. Total 2011 Taxes Paid by Homeowner(s) by 6/1/12 ..... $ _____
3. Senior Citizen's Deduction ..... $ _____
4. Veteran's Deduction ..... $ _____
5. REAP Credit ..... $ _____
6. Homestead Benefit (Credit(s)) .. $ _____
7. Total Deductions and Credits (Add Lines 2, 3, 4, 5, and 6) ..... $ _____
   If Line 7 is equal to Line 1, complete Line 8
8. Enter amount from Line 7. If applicant answered "Yes" to Questions A and/or C above, the amount on Line 8 must be apportioned. See instructions on back. ..... $ _____

Applicant enters this amount on Line 14, Form PTR-1

2012 Property Taxes

1. Total Amount Levied by Municipality (before Deductions and/or Credits are subtracted) ..... $ _____
2. Total 2012 Taxes Paid by Homeowner(s) by 6/1/13 ..... $ _____
3. Senior Citizen's Deduction ..... $ _____
4. Veteran's Deduction ..... $ _____
5. REAP Credit ..... $ _____
6. Homestead Benefit (Credit(s)) ... $ _____
7. Total Deductions and Credits (Add Lines 2, 3, 4, 5, and 6) ..... $ _____
   If Line 7 is equal to Line 1, complete Line 8
8. Enter amount from Line 7. If applicant answered "Yes" to Questions A and/or C above, the amount on Line 8 must be apportioned. See instructions on back. ..... $ _____

Applicant enters this amount on Line 13, Form PTR-1

I certify that I am the local tax collector of _____, where the above property is located. I further certify that the above-stated amounts of property taxes due and paid for calendar years 2011 and 2012 are true and accurate to the best of my knowledge. I have placed my stamp below for verification.

_____
(Name)

_____
(Title)

(If you complete this form, be sure to enclose it with your Form PTR-1 application.)

Form PTR-1A – Instructions

Part I – To Be Completed by Applicant

Social Security Number. If your marital/civil union status as of December 31, 2012, was single, enter only your social security number in the space provided on Form PTR-1A. If your status as of December 31, 2012, was married/CU couple, you must report both applicants' numbers in the order in which the names are listed on the application. If you were married or in a civil union but living apart from your spouse/civil union partner, and you did not have access to or receive support from their income, you are considered "Single" for purposes of the property tax reimbursement and you should enter only your social security number on Form PTR-1A.

Name and Address. Print or type your name (last name first) and complete address of the property for which you are claiming the reimbursement in the spaces provided. Also include your spouse's/civil union partner's name if filing jointly.

Block/Lot/Qualifier. Enter the block and lot numbers of the principal residence for which you are claiming the reimbursement in the spaces provided. Include qualifier if applicable. (Only condominiums may have qualifiers assigned to them.)

A. Multiple Owners. Check "Yes" if you owned your principal residence with someone else (other than your spouse/civil union partner) — even if the other owner(s) did not live in the home. For example, you and your sister own the home you live in. If you (and your spouse/civil union partner) were the sole owner(s), check "No."

B. Percentage of Ownership. If you answered "Yes" at Line A, enter the share (percentage) of the property that you (and your spouse/civil union partner) owned. For example, if you and your spouse/civil union partner own your principal residence equally with your daughter, you and your spouse/civil union partner own one-half of the property and must enter 50% as your share of ownership. The shares of ownership of the property are considered to be held equally by all owners. If the shares of ownership are not equal, you must provide documentation as to the percentage of ownership.

C. Multi-Unit Properties. Check "Yes" if your principal residence consists of more than one unit. For example, you own a property which consists of four residential units and you occupy one of the units as your principal residence. If your principal residence consisted of only one unit, check "No."

Note: Residents of condominium complexes, co-ops, and continuing care retirement facilities are not considered to be living in multi-unit dwellings and should check "No."

D. Percentage of Occupancy. If you answered "Yes" at Line C, enter the share (percentage) of the property used as your principal residence. For example, if you and your spouse/civil union partner own a duplex and live in one-half of the property and your daughter lives in the other half, you must enter 50% as your share of occupancy.

Part II – To Be Completed by Tax Collector

Enter the appropriate amounts for calendar years 2011 and 2012 as follows:

Line 1. Enter the amount of property taxes levied by the municipality before any deductions and/or credits are subtracted (e.g., senior citizen's deduction).

Line 2. Enter the total amount of property taxes paid by, or on behalf of, the homeowner(s). Enter only amounts actually due for each year provided 2011 taxes were paid by June 1, 2012, and 2012 taxes were paid by June 1, 2013.

Line 3. Enter the amount of any senior citizen's deduction the homeowner(s) received for each calendar year.

Line 4. Enter the amount of any veteran's deduction the homeowner(s) received for each calendar year.

Line 5. Enter the amount of any Regional Efficiency Aid Program (REAP) credit the homeowner(s) received for each calendar year.

Line 6. Enter the amount of any Homestead Benefit the homeowner(s) received as credit(s) for each calendar year.

Line 7. Add Lines 2, 3, 4, 5, and 6 and enter the total on Line 7. Compare Lines 1 and 7 for each calendar year.

- If Line 7 is equal to Line 1 for both years, complete the balance of Form PTR-1A.
- If Line 7 is **not** equal to Line 1 for both years, the applicant is not eligible for a property tax reimbursement. **Do not complete the balance of Form PTR-1A.**

Line 8. If the applicant answered "No" to the questions at both Line A and Line C, enter the amount of property taxes from Line 7.

If the applicant answered "Yes" at either Line A or Line C, the amount of property taxes to be entered on Line 8 must be apportioned. If title to the property is held by the eligible applicant with others as tenants in common or joint tenants (except in the case of husband and wife or civil union partners), or if the property consists of more than one unit, the applicant is only eligible for the proportionate share of the reimbursement which reflects the percentage of ownership or the percentage of occupancy.

Multiple Owners. If the applicant answered "Yes" at Part I, Line A, multiply the amount of property taxes on Line 7 by the percentage of ownership shown at Part I, Line B, and enter the result on Line 8.

Multi-Unit Properties. If the applicant answered "Yes" at Part I, Line C, multiply the amount of property taxes on Line 7 by the percentage of occupancy shown at Part I, Line D, and enter the result on Line 8.

If the applicant answered "Yes" to the questions at both Lines A and C in the same year, multiply the amount of property taxes on Line 7 by the percentage of occupancy shown at Part I, Line D, and enter the result on Line 8.

Certification. Complete the certification portion of Form PTR-1A. Sign the certification and place the authorization stamp in the space provided. (Use blue or black ink.)

Form PTR-1B

Mobile Home Owners

Verification of 2011 and 2012 Mobile Home Park Site Fees

(Applicant completes Parts I and III. Mobile home park owner or manager completes Part II. Use blue or black ink. See instructions for completion on back.)

Part I — To Be Completed by Applicant

Social Security # _____ – _____ – _____ Spouse's/CU Partner's Social Security # _____ – _____ – _____

Name _____
Last Name, First Name, and Initial (Joint filers enter first name and initial of each - Enter spouse's/CU partner's last name ONLY if different)

Address _____
Street City State Zip Code

Mobile Home Park Site # _____

	2011	2012
A. Did someone other than your spouse/CU partner occupy your mobile home and share site fees with you? If you (and your spouse/CU partner) were the sole occupant(s), check "No."	Yes ☐ No ☐	Yes ☐ No ☐
B. Indicate the share (percentage) of the site fees that you and your spouse/CU partner paid. If you (and your spouse/CU partner) were the sole occupant(s), enter 100%.	☐☐☐ %	☐☐☐ %

Part II — To Be Completed by Mobile Home Park Owner or Manager

Column A — 2011 Site Fees
(Do not include municipal service fees or other charges)

1. Total site fees due for calendar year 2011 under agreement with mobile home park..... $ _____
2. Total site fees paid by resident(s) for calendar year 2011 only. ..... $ _____

If Line 2 is less than Line 1, the applicant is not eligible for a reimbursement. Do not complete the certification.

Column B — 2012 Site Fees
(Do not include municipal service fees or other charges)

1. Total site fees due for calendar year 2012 under agreement with mobile home park.....$ _____
2. Total site fees paid by resident(s) for calendar year 2012 only. .....$ _____

If Line 2 is less than Line 1, the applicant is not eligible for a reimbursement. Do not complete the certification.

I certify that I am the owner or manager of _____, where the above mobile home site is located. I further certify that the above-stated amounts of site fees due and paid for calendar years 2011 and 2012 are true and accurate to the best of my knowledge.

_____
(Name) (Title) (Phone)

Part III — To Be Completed by Applicant (AFTER Part II has been completed by mobile home park owner or manager)

Column A — 2011

3. Total site fees paid by all residents living at this address. (Enter amount from Part II, Line 2, Column A)..... $ _____
4. Share (percentage) of site fees that you (and your spouse/CU partner) paid in 2011. (Enter percentage from Part I, Line B as a decimal. For example, if the share is 50%, enter 0.50. If 100%, enter 1.00) .....× _____
5. Total site fees paid by you (and your spouse/CU partner) (Line 3 × Line 4) ..... $ _____
6. Total property taxes paid by you (and your spouse/CU partner) (Line 5 × 0.18). **Enter this amount on Line 14, Form PTR-1 .....** $ _____

Column B — 2012

3. Total site fees paid by all residents living at this address. (Enter amount from Part II, Line 2, Column B)..... $ _____
4. Share (percentage) of site fees that you (and your spouse/CU partner) paid in 2012. (Enter percentage from Part I, Line B as a decimal. For example, if the share is 50%, enter 0.50. If 100%, enter 1.00) .....× _____
5. Total site fees paid by you (and your spouse/CU partner) (Line 3 × Line 4) ..... $ _____
6. Total property taxes paid by you (and your spouse/CU partner) (Line 5 × 0.18). **Enter this amount on Line 13, Form PTR-1 .....** $ _____

(If you complete this form, be sure to enclose it with your Form PTR-1 application.)

Form PTR-1B – Instructions

Part I – To Be Completed by Applicant

Social Security Number. If your marital/civil union status as of December 31, 2012, was single, you must enter your social security number in the space provided on Form PTR-1B. If your status as of December 31, 2012, was married/CU couple, you must report both applicants' numbers in the order in which the names are listed on the application. If you were married or in a civil union but living apart from your spouse/civil union partner, and you did not have access to or receive support from their income, you are considered "Single" for purposes of the property tax reimbursement and you should enter only your social security number on Form PTR-1B.

Name and Address. Print or type your name (last name first) and complete address of the property for which you are claiming the reimbursement in the spaces provided. Also include your spouse's/civil union partner's name if filing jointly.

Mobile Home Park Site Number. Enter the mobile home park site number of the principal residence for which you are claiming the reimbursement in the space provided.

A. **Multiple Occupants.** Check "Yes" only if you occupied your mobile home with someone else (other than your spouse/civil union partner) and shared mobile home park site fees with them. For example, you live in your mobile home with your sister. If you (and your spouse/civil union partner) were the sole occupant(s), check "No."

B. **Percentage of Site Fees Paid.** Enter the share (percentage) of the site fees that you (and your spouse/civil union partner) paid. For example, if you and your sister live in your mobile home and you both pay one-half of the site fees, you must enter 50% as your share. If you (and your spouse/civil union partner) were the sole occupant(s), enter 100%.

Part II – To Be Completed by Mobile Home Park Owner or Manager

Enter the appropriate amounts for calendar years 2011 and 2012 as follows:

Line 1. Enter the amount of site fees due under the mobile home park agreement entered into with the resident(s).

Line 2. Enter the total amount of mobile home park site fees paid by, or on behalf of, the resident(s). Enter **only** amounts actually due and paid for each calendar year.

Compare Lines 1 and 2 for each calendar year.

- If Line 2 is equal to Line 1 for both years, complete the certification portion of Form PTR-1B.
- If Line 2 is **less than** Line 1 for either or both years, the applicant is not eligible for a property tax reimbursement. **Do not complete the certification portion of Form PTR-1B.**

Certification. Complete the certification portion of Form PTR-1B.

Part III – To Be Completed by Applicant

Line 3 - Total Site Fees Paid. Enter the total site fees paid for each calendar year by all residents who lived in the mobile home for which you are claiming a property tax reimbursement. (Enter amount from Part II, Line 2.)

Line 4 - Percentage of Site Fees Paid. Enter your share (percentage) of site fees paid from Part I, Line B for each calendar year. Enter this number as a decimal. For example, if you lived in your mobile home with your sister and you both paid 50% of the site fees, enter 0.50 on Line 4. If you and your spouse/civil union partner were the sole occupant(s), enter 1.00.

Line 5 - Total Site Fees Paid by Applicant. Multiply the amount on Line 3 by the decimal on Line 4.

Line 6 - Total Property Taxes Paid by Applicant. Multiply the amount of site fees on Line 5 by 18% (0.18) and enter the result in the box at Line 6.

Multiple Owners. If you owned your home with someone other than your spouse/civil union partner, enter for each year the proportionate share of the property taxes for your percentage of ownership listed at Line 11b. The shares of ownership of the property are considered to be held equally by all owners. If the shares of ownership are not equal, enclose a copy of your deed or other documentation with your application showing your percentage of ownership. For example, you and your sister (who lives in another state) are co-owners of a home on which you pay all the property taxes. If the 2012 property taxes totaled $6,000 and the 2011 property taxes totaled $5,000, you must indicate at Line 11b that you owned 50% of the property, and you must enter $3,000 ($6,000 × 50%) on Line 13 and $2,500 ($5,000 × 50%) on Line 14. You are only eligible for a proportionate share of the reimbursement based on your percentage of ownership in the property. Your sister is not eligible for a reimbursement for this home because she does not live there.

Multiple Units. If your home consisted of more than one unit, enter for each year the proportionate share of the property taxes for the unit you occupied as your principal residence. For example, if the 2012 property taxes for your four-unit property totaled $4,000 and the 2011 property taxes totaled $3,800 and you indicated at Line 12b that you occupied 25% of the property (one unit), you must enter $1,000 ($4,000 × 25%) on Line 13 and $950 ($3,800 × 25%) on Line 14. You are only eligible for a proportionate share of the reimbursement based on the portion of the property that you occupied as your principal residence, even if you paid all of the property taxes.

Multi-Unit Property With Multiple Owners. If you answered "Yes" at both Lines 11a and 12a for 2011 or 2012, use the percentage of occupancy on Line 12b to calculate your proportionate share of property taxes.

MOBILE HOME OWNERS

Enter your property taxes due and paid on your principal residence in New Jersey for 2012 on Line 13, and for 2011 on Line 14. (For mobile home owners, property taxes are 18% of the annual site fees due and paid to the owner of the mobile home park.) If you lived with someone (other than your spouse/civil union partner) and shared the site fees with them, use the percentage entered on Line 11b to calculate the proportionate share of the site fees paid by you (and your spouse/civil union partner). Multiply the amount of site fees for each year by 18% (0.18) and enter the result in the boxes at Lines 13 and 14. *If you enclose Form PTR-1B, you must enter on Lines 13 and 14 the property tax amounts for 2011 and 2012 from Part III, Line 6.*

Enter dollars and cents, one digit in each box (☐). Do not use dollar signs or dashes. If you did not pay the full amount of site fees due for 2012 by December 31, 2012, or the full amount of site fees due for 2011 by December 31, 2011, you are not eligible for the reimbursement.

Important

You must enclose verification of 2011 and 2012 property taxes (or mobile home park site fees) due and paid with Form PTR-1. See page 3 for acceptable forms of proof.

Reimbursement Amount (Line 15)

Subtract Line 14 from Line 13 and enter the result on Line 15. Enter dollars and cents, one digit in each box (☐). Do not use dollar signs or dashes. This is the amount of your 2012 property tax reimbursement.

If the amount on Line 15 is zero or less, **you are not eligible for a property tax reimbursement and you should not file this application.**

The total amount of all property tax relief benefits you receive for 2012 (property tax reimbursement, homestead benefit, property tax deduction for senior citizens/disabled persons, and property tax deduction for veterans) cannot exceed the total amount of property taxes or rent/site fees constituting property taxes paid for 2012 on your principal residence in New Jersey. (For this purpose, 18% of rent/site fees paid during the year is considered property taxes.) This limitation may affect the amount of your property tax reimbursement.

Note: Eligibility requirements, including income limits, and benefits available under this program are subject to change by the State Budget. Check the Division of Taxation's Web site at www.state.nj.us/treasury/taxation/ptr/index.shtml or call 1-800-323-4400 for updated information on eligibility and benefit amounts. Eligibility requirements and benefit amounts for 2012 property tax reimbursements will not be finalized until the completion of the State Budget that must be adopted by July 1, 2013.

Under New Jersey law, if you receive a property tax reimbursement that is larger than the amount for which you are eligible, you will be required to repay any excess you received. The amount you owe can be deducted from your property tax reimbursement, income tax refund or credit, or homestead benefit before the payment is issued.

Signatures

Sign and date your Property Tax Reimbursement Application in ink. If your 2012 marital/civil union status is married/CU couple, both of you must sign the application. The signatures on the application you file must be original; photocopied signatures are not acceptable.

Tax Preparers. Anyone who prepares an application for a fee must sign the application as a "Paid Preparer" and enter his or her social security number or Federal preparer tax identification number. Include the company or corporation name and Federal identification number if applicable. A tax preparer who fails to sign the application or provide a tax identification number may incur a $25 penalty for each omission. Someone who prepares your application but does not charge you should not sign your application.

Where to Send Your Application

When you have completed and signed your application, use the envelope provided in the booklet to mail the application and supporting documentation to:

NJ Division of Taxation
Revenue Processing Center
Property Tax Reimbursement
PO Box 635
Trenton, NJ 08646-0635

For information or help in completing your application, call the Property Tax Reimbursement Hotline at 1-800-882-6597 to speak to a Division of Taxation representative. Representatives are available Monday through Friday, 8:30 a.m. to 4:30 p.m. (except holidays).

Important Points to Remember

1. Complete the entire application. Provide full information for both **2011** and **2012.**
2. You must meet the eligibility requirements for both **2011** and **2012.**
3. Enclose proof of age or disability for **2011** and **2012.**
4. Enclose copies of your **2011** and **2012** property tax bills or annual mobile home park site fees and proof of payment.
5. File your application on or before June 3, 2013.
6. If you meet the eligibility requirements for both **2011** and **2012,** you **must** file this application in order to use the amount of your **2011** property taxes to calculate your reimbursement in future years.

Caution!!!

This is not an application for a homestead benefit. You must file a separate application to apply for a homestead benefit.

2012 County/Municipality Codes

Enter the appropriate four-digit number in the boxes below the social security number boxes on Form PTR-1. These codes are for Division of Taxation purposes only. If the place where you live is not listed, see instructions on page 5.

Municipality	Code
ATLANTIC COUNTY	
Absecon City	0101
Atlantic City	0102
Brigantine City	0103
Buena Borough	0104
Buena Vista Township	0105
Corbin City	0106
Egg Harbor City	0107
Egg Harbor Township	0108
Estell Manor City	0109
Folsom Borough	0110
Galloway Township	0111
Hamilton Township	0112
Hammonton Town	0113
Linwood City	0114
Longport Borough	0115
Margate City	0116
Mullica Township	0117
Northfield City	0118
Pleasantville City	0119
Port Republic City	0120
Somers Point City	0121
Ventnor City	0122
Weymouth Township	0123
BERGEN COUNTY	
Allendale Borough	0201
Alpine Borough	0202
Bergenfield Borough	0203
Bogota Borough	0204
Carlstadt Borough	0205
Cliffside Park Borough	0206
Closter Borough	0207
Cresskill Borough	0208
Demarest Borough	0209
Dumont Borough	0210
East Rutherford Borough	0212
Edgewater Borough	0213
Elmwood Park Borough	0211
Emerson Borough	0214
Englewood City	0215
Englewood Cliffs Boro	0216
Fair Lawn Borough	0217
Fairview Borough	0218
Fort Lee Borough	0219
Franklin Lakes Borough	0220
Garfield City	0221
Glen Rock Borough	0222
Hackensack City	0223
Harrington Park Borough	0224
Hasbrouck Heights Bor.	0225
Haworth Borough	0226
Hillsdale Borough	0227
Ho Ho Kus Borough	0228
Leonia Borough	0229
Little Ferry Borough	0230
Lodi Borough	0231
Lyndhurst Township	0232
Mahwah Township	0233
Maywood Borough	0234
Midland Park Borough	0235
Montvale Borough	0236
Moonachie Borough	0237
New Milford Borough	0238
North Arlington Borough	0239
Northvale Borough	0240
Norwood Borough	0241
Oakland Borough	0242
Old Tappan Borough	0243
Oradell Borough	0244
Palisades Park Borough	0245
Paramus Borough	0246
Park Ridge Borough	0247
Ramsey Borough	0248
Ridgefield Borough	0249
Ridgefield Park Village	0250
Ridgewood Village	0251
River Edge Borough	0252
River Vale Township	0253
Rochelle Park Township	0254
Rockleigh Borough	0255
Rutherford Borough	0256
Saddle Brook Township	0257
Saddle River Borough	0258
South Hackensack Twp.	0259
Teaneck Township	0260
Tenafly Borough	0261
Teterboro Borough	0262
Upper Saddle River Bor.	0263
Waldwick Borough	0264
Wallington Borough	0265
Washington Township	0266
Westwood Borough	0267
Woodcliff Lake Borough	0268
Wood-Ridge Borough	0269
Wyckoff Township	0270
BURLINGTON COUNTY	
Bass River Township	0301
Beverly City	0302
Bordentown City	0303
Bordentown Township	0304
Burlington City	0305
Burlington Township	0306
Chesterfield Township	0307
Cinnaminson Township	0308
Delanco Township	0309
Delran Township	0310
Eastampton Township	0311
Edgewater Park Township	0312
Evesham Township	0313
Fieldsboro Borough	0314
Florence Township	0315
Hainesport Township	0316
Lumberton Township	0317
Mansfield Township	0318
Maple Shade Township	0319
Medford Township	0320
Medford Lakes Borough	0321
Moorestown Township	0322
Mount Holly Township	0323
Mount Laurel Township	0324
New Hanover Township	0325
North Hanover Township	0326
Palmyra Borough	0327
Pemberton Borough	0328
Pemberton Township	0329
Riverside Township	0330
Riverton Borough	0331
Shamong Township	0332
Southampton Township	0333
Springfield Township	0334
Tabernacle Township	0335
Washington Township	0336
Westampton Township	0337
Willingboro Township	0338
Woodland Township	0339
Wrightstown Borough	0340
CAMDEN COUNTY	
Audubon Borough	0401
Audubon Park Borough	0402
Barrington Borough	0403
Bellmawr Borough	0404
Berlin Borough	0405
Berlin Township	0406
Brooklawn Borough	0407
Camden City	0408
Cherry Hill Township	0409
Chesilhurst Borough	0410

2012 County/Municipality Codes

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Municipality	Code
Clementon Borough	0411
Collingswood Borough	0412
Gibbsboro Borough	0413
Gloucester City	0414
Gloucester Township	0415
Haddon Township	0416
Haddonfield Borough	0417
Haddon Heights Borough	0418
Hi-Nella Borough	0419
Laurel Springs Borough	0420
Lawnside Borough	0421
Lindenwold Borough	0422
Magnolia Borough	0423
Merchantville Borough	0424
Mount Ephraim Borough	0425
Oaklyn Borough	0426
Pennsauken Township	0427
Pine Hill Borough	0428
Pine Valley Borough	0429
Runnemede Borough	0430
Somerdale Borough	0431
Stratford Borough	0432
Tavistock Borough	0433
Voorhees Township	0434
Waterford Township	0435
Winslow Township	0436
Woodlynne Borough	0437
CAPE MAY COUNTY	
Avalon Borough	0501
Cape May City	0502
Cape May Point Borough	0503
Dennis Township	0504
Lower Township	0505
Middle Township	0506
North Wildwood City	0507
Ocean City	0508
Sea Isle City	0509
Stone Harbor Borough	0510
Upper Township	0511
West Cape May Borough	0512
West Wildwood Borough	0513
Wildwood City	0514
Wildwood Crest Borough	0515
Woodbine Borough	0516
CUMBERLAND COUNTY	
Bridgeton City	0601
Commercial Township	0602
Deerfield Township	0603
Downe Township	0604
Fairfield Township	0605
Greenwich Township	0606
Hopewell Township	0607
Lawrence Township	0608
Maurice River Township	0609
Millville City	0610
Shiloh Borough	0611
Stow Creek Township	0612
Upper Deerfield Twp.	0613
Vineland City	0614
ESSEX COUNTY	
Belleville Township	0701
Bloomfield Township	0702
Caldwell Borough Twp.	0703
Cedar Grove Township	0704
East Orange City	0705
Essex Fells Twp.	0706
Fairfield Township	0707
Glen Ridge Borough Twp.	0708
Irvington Township	0709
Livingston Township	0710
Maplewood Township	0711
Millburn Township	0712
Montclair Township	0713
Newark City	0714
North Caldwell Borough	0715
Nutley Township	0716
Orange City	0717
Roseland Borough	0718
South Orange Village Twp.	0719
Verona Township	0720
West Caldwell Township	0721
West Orange Township	0722
GLOUCESTER COUNTY	
Clayton Borough	0801
Deptford Township	0802
East Greenwich Township	0803
Elk Township	0804
Franklin Township	0805
Glassboro Borough	0806
Greenwich Township	0807
Harrison Township	0808
Logan Township	0809
Mantua Township	0810
Monroe Township	0811
National Park Borough	0812
Newfield Borough	0813
Paulsboro Borough	0814
Pitman Borough	0815
South Harrison Township	0816
Swedesboro Borough	0817
Washington Township	0818
Wenonah Borough	0819
West Deptford Township	0820
Westville Borough	0821
Woodbury City	0822
Woodbury Heights Bor.	0823
Woolwich Township	0824
HUDSON COUNTY	
Bayonne City	0901
East Newark Borough	0902
Guttenberg Town	0903
Harrison Town	0904
Hoboken City	0905
Jersey City	0906
Kearny Town	0907
North Bergen Township	0908
Secaucus Town	0909
Union City	0910
Weehawken Township	0911
West New York Town	0912
HUNTERDON COUNTY	
Alexandria Township	1001
Bethlehem Township	1002
Bloomsbury Borough	1003
Califon Borough	1004
Clinton Town	1005
Clinton Township	1006
Delaware Township	1007
East Amwell Township	1008
Flemington Borough	1009
Franklin Township	1010
Frenchtown Borough	1011
Glen Gardner Borough	1012
Hampton Borough	1013
High Bridge Borough	1014
Holland Township	1015
Kingwood Township	1016
Lambertville City	1017
Lebanon Borough	1018
Lebanon Township	1019
Milford Borough	1020
Raritan Township	1021
Readington Township	1022
Stockton Borough	1023
Tewksbury Township	1024
Union Township	1025
West Amwell Township	1026

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Municipality	Code
MERCER COUNTY	
East Windsor Township	1101
Ewing Township	1102
Hamilton Township	1103
Hightstown Borough	1104
Hopewell Borough	1105
Hopewell Township	1106
Lawrence Township	1107
Pennington Borough	1108
Princeton Borough	1109
Princeton Township	1110
Robbinsville Township	1112
Trenton City	1111
West Windsor Township	1113
MIDDLESEX COUNTY	
Carteret Borough	1201
Cranbury Township	1202
Dunellen Borough	1203
East Brunswick Township	1204
Edison Township	1205
Helmetta Borough	1206
Highland Park Borough	1207
Jamesburg Borough	1208
Metuchen Borough	1209
Middlesex Borough	1210
Milltown Borough	1211
Monroe Township	1212
New Brunswick City	1213
North Brunswick Twp.	1214
Old Bridge Township	1215
Perth Amboy City	1216
Piscataway Township	1217
Plainsboro Township	1218
Sayreville Borough	1219
South Amboy City	1220
South Brunswick Twp.	1221
South Plainfield Bor.	1222
South River Borough	1223
Spotswood Borough	1224
Woodbridge Township	1225
MONMOUTH COUNTY	
Aberdeen Township	1301
Allenhurst Borough	1302
Allentown Borough	1303
Asbury Park City	1304
Atlantic Highlands Bor.	1305
Avon-by-the-Sea Bor.	1306
Belmar Borough	1307
Bradley Beach Borough	1308
Brielle Borough	1309
Colts Neck Township	1310
Deal Borough	1311
Eatontown Borough	1312
Englishtown Borough	1313
Fair Haven Borough	1314
Farmingdale Borough	1315
Freehold Borough	1316
Freehold Township	1317
Hazlet Township	1318
Highlands Borough	1319
Holmdel Township	1320
Howell Township	1321
Interlaken Borough	1322
Keansburg Borough	1323
Keyport Borough	1324
Lake Como Borough	1346
Little Silver Borough	1325
Loch Arbour Village	1326
Long Branch City	1327
Manalapan Township	1328
Manasquan Borough	1329
Marlboro Township	1330
Matawan Borough	1331
Middletown Township	1332
Millstone Township	1333
Monmouth Beach Borough	1334
Neptune City Borough	1336
Neptune Township	1335
Ocean Township	1337
Oceanport Borough	1338
Red Bank Borough	1339
Roosevelt Borough	1340
Rumson Borough	1341
Sea Bright Borough	1342
Sea Girt Borough	1343
Shrewsbury Borough	1344
Shrewsbury Township	1345
Spring Lake Borough	1347
Spring Lake Heights Bor.	1348
Tinton Falls Borough	1349
Union Beach Borough	1350
Upper Freehold Township	1351
Wall Township	1352
West Long Branch Boro	1353
MORRIS COUNTY	
Boonton Town	1401
Boonton Township	1402
Butler Borough	1403
Chatham Borough	1404
Chatham Township	1405
Chester Borough	1406
Chester Township	1407
Denville Township	1408
Dover Town	1409
East Hanover Township	1410
Florham Park Borough	1411
Hanover Township	1412
Harding Township	1413
Jefferson Township	1414
Kinnelon Borough	1415
Lincoln Park Borough	1416
Long Hill Township	1430
Madison Borough	1417
Mendham Borough	1418
Mendham Township	1419
Mine Hill Township	1420
Montville Township	1421
Morris Plains Borough	1423
Morris Township	1422
Morristown Town	1424
Mountain Lakes Borough	1425
Mt. Arlington Borough	1426
Mt. Olive Township	1427
Netcong Borough	1428
Parsippany-Troy Hills Twp.	1429
Pequannock Township	1431
Randolph Township	1432
Riverdale Borough	1433
Rockaway Borough	1434
Rockaway Township	1435
Roxbury Township	1436
Victory Gardens Borough	1437
Washington Township	1438
Wharton Borough	1439
OCEAN COUNTY	
Barnegat Township	1501
Barnegat Light Borough	1502
Bay Head Borough	1503
Beach Haven Borough	1504
Beachwood Borough	1505
Berkeley Township	1506
Brick Township	1507
Eagleswood Township	1509
Harvey Cedars Borough	1510
Island Heights Borough	1511
Jackson Township	1512
Lacey Township	1513
Lakehurst Borough	1514
Lakewood Township	1515

2012 County/Municipality Codes

Enter the appropriate four-digit number in the boxes below the social security number boxes on Form PTR-1. These codes are for Division of Taxation purposes only. If the place where you live is not listed, see instructions on page 5.

Municipality	Code
Lavallette Borough	1516
Little Egg Harbor Twp.	1517
Long Beach Township	1518
Manchester Township	1519
Mantoloking Borough	1520
Ocean Gate Borough	1522
Ocean Township	1521
Pine Beach Borough	1523
Plumsted Township	1524
Point Pleasant Borough	1525
Pt. Pleasant Beach Bor.	1526
Seaside Heights Borough	1527
Seaside Park Borough	1528
Ship Bottom Borough	1529
South Toms River Bor.	1530
Stafford Township	1531
Surf City Borough	1532
Toms River Township	1508
Tuckerton Borough	1533
PASSAIC COUNTY	
Bloomingdale Borough	1601
Clifton City	1602
Haledon Borough	1603
Hawthorne Borough	1604
Little Falls Township	1605
North Haledon Borough	1606
Passaic City	1607
Paterson City	1608
Pompton Lakes Borough	1609
Prospect Park Borough	1610
Ringwood Borough	1611
Totowa Borough	1612
Wanaque Borough	1613
Wayne Township	1614
West Milford Township	1615
Woodland Park Borough	1616
SALEM COUNTY	
Alloway Township	1701
Carneys Point Township	1702
Elmer Borough	1703
Elsinboro Township	1704
Lower Alloways Crk. Twp.	1705
Mannington Township	1706
Oldmans Township	1707
Penns Grove Borough	1708
Pennsville Township	1709
Pilesgrove Township	1710
Pittsgrove Township	1711
Quinton Township	1712
Salem City	1713
Upper Pittsgrove Twp.	1714
Woodstown Borough	1715
SOMERSET COUNTY	
Bedminster Township	1801
Bernards Township	1802
Bernardsville Borough	1803
Bound Brook Borough	1804
Branchburg Township	1805
Bridgewater Township	1806
Far Hills Borough	1807
Franklin Township	1808
Green Brook Township	1809
Hillsborough Township	1810
Manville Borough	1811
Millstone Borough	1812
Montgomery Township	1813
North Plainfield Borough	1814
Peapack & Gladstone Bor.	1815
Raritan Borough	1816
Rocky Hill Borough	1817
Somerville Borough	1818
South Bound Brook Bor.	1819
Warren Township	1820
Watchung Borough	1821
SUSSEX COUNTY	
Andover Borough	1901
Andover Township	1902
Branchville Borough	1903
Byram Township	1904
Frankford Township	1905
Franklin Borough	1906
Fredon Township	1907
Green Township	1908
Hamburg Borough	1909
Hampton Township	1910
Hardyston Township	1911
Hopatcong Borough	1912
Lafayette Township	1913
Montague Township	1914
Newton Town	1915
Ogdensburg Borough	1916
Sandyston Township	1917
Sparta Township	1918
Stanhope Borough	1919
Stillwater Township	1920
Sussex Borough	1921
Vernon Township	1922
Walpack Township	1923
Wantage Township	1924
UNION COUNTY	
Berkeley Heights Twp.	2001
Clark Township	2002
Cranford Township	2003
Elizabeth City	2004
Fanwood Borough	2005
Garwood Borough	2006
Hillside Township	2007
Kenilworth Borough	2008
Linden City	2009
Mountainside Borough	2010
New Providence Borough	2011
Plainfield City	2012
Rahway City	2013
Roselle Borough	2014
Roselle Park Borough	2015
Scotch Plains Township	2016
Springfield Township	2017
Summit City	2018
Union Township	2019
Westfield Town	2020
Winfield Township	2021
WARREN COUNTY	
Allamuchy Township	2101
Alpha Borough	2102
Belvidere Town	2103
Blairstown Township	2104
Franklin Township	2105
Frelinghuysen Township	2106
Greenwich Township	2107
Hackettstown Town	2108
Hardwick Township	2109
Harmony Township	2110
Hope Township	2111
Independence Township	2112
Knowlton Township	2113
Liberty Township	2114
Lopatcong Township	2115
Mansfield Township	2116
Oxford Township	2117
Phillipsburg Town	2119
Pohatcong Township	2120
Washington Borough	2121
Washington Township	2122
White Township	2123

Line 19 - Pensions, Annuities, and IRA Withdrawals

Pensions, annuities, and certain IRA withdrawals are taxable on the New Jersey return and must be reported on Line 19, although the taxable amount may differ from the Federal amount. (See page 23 for information on Roth IRAs.)

All state and local government, teachers', and Federal pensions, and Keogh Plans are treated in the same manner as pensions from the private sector. Amounts received as "early retirement benefits" and amounts reported as pension on Schedule NJK-1, Partnership Return Form NJ-1065 are also taxable. Social Security and Railroad Retirement benefits are exempt from New Jersey income tax and should not be reported as pension income. Pension payments received by reason of total and permanent disability are also exempt. However, if you retired before age 65 on a total and permanent disability pension and continue to receive pension payments after age 65, your disability pension is then treated as an ordinary pension. (See definition of "disabled" on page 16.)

If you are receiving a United States military pension or survivor's benefit payments, the military pension or survivor's benefit is not taxable for New Jersey gross income tax purposes, regardless of your age or disability status. Do not include such payments on Line 19, Form NJ-1040.

Military pensions are those resulting from service in the Army, Navy, Air Force, Marine Corps, or Coast Guard. This exemption does not apply to civil service pensions or annuities, even if the pension or annuity is based on credit for military service. Most military pensions and survivor's benefit payments are received from the U.S. Defense Finance and Accounting Service while a civil service annuity is received through the U.S. Office of Personnel Management.

Retirement plans (pensions, annuities, IRAs) are either noncontributory or contributory. A noncontributory plan is one to which you have not made contributions.

Worksheet A
Which Pension Method to Use

1. Amount of pension you will receive during the first three years (36 months) from the date of the first payment ..... 1. _____
2. Your contributions to the plan ..... 2. _____
3. Subtract line 2 from line 1 ..... 3. _____
   (a) If line 3 is "0" or more, *and* both you and your employer contributed to the plan, you may use the **Three-Year Rule Method.**
   (b) If line 3 is less than "0," or your employer did not contribute to the plan, you must use the **General Rule Method.**

(Keep for your records)

A contributory plan is one to which **you have** made contributions, usually through payroll deductions. The amount you report on Line 19 will depend on whether or not you made contributions to the plan.

Noncontributory Plans. Amounts you receive from noncontributory plans are fully taxable. Enter on Line 19 the total amount of the pension or annuity from your 1099-R.

Contributory Plans (Other Than IRAs). The total value of your pension or annuity consists of your contributions, your employer's contributions (if any), and earnings. In general, your contributions to a pension or annuity were taxed when they were made and are not taxed by New Jersey when withdrawn (except for 401(k) Plans). Therefore, you must determine the taxable part of any distribution you receive. Use Worksheet A above to determine whether you should use the Three-Year Rule Method or the General Rule Method for your pension or annuity.

NOTE:

- If you received a distribution from a 401(k) Plan, see the section on 401(k) Plans on page 23 before continuing.
- The taxable amount of an IRA withdrawal must be determined by completing Worksheet C, IRA Withdrawals, on page 24. **Do not use Worksheet A or B for an IRA withdrawal.**

Three-Year Rule Method. If you will recover your contributions within three years from the date you receive the first payment from the plan, and both you **and** your employer contributed to the plan, you may use the Three-Year Rule Method to determine your New Jersey taxable pension income. The Three-Year Rule allows you to exclude your pension and annuity payments from gross income until the payments you receive equal your contributions to the plan. Until that time, the amounts you receive, because they are considered your contributions, are not taxable and should not be reported on your return. Once you have received (recovered) an amount equal to the amount you contributed, the payments you receive are fully taxable. Since the Three-Year Rule has been repealed for Federal income tax purposes, if you retired after July 1, 1986, the taxable amount of pension or annuity that you report on your New Jersey return when using this method will differ from the amount you report on your Federal return.

General Rule Method. If you will not recover your contributions within three years from the date you receive the first payment from the plan, or your employer did not contribute to the plan, you must use the General Rule Method to determine your New Jersey taxable pension income. From the first year you receive your pension and every year thereafter, part of your pension will be excludable (the amount that represents your contributions) and part will be taxable. Use Worksheet B on page 23 to determine the taxable amount.

Complete Worksheet B the year in which you receive your first pension payment. Once calculated, use the percentage on

line 3 to determine the taxable amount year after year. You must recalculate the percentage only if your annual pension payments decrease.

Contributions to Plans Prior to Residence. Any contributions you made to a pension, annuity, or IRA prior to moving to New Jersey are treated in the same way as the contributions would have been treated had you resided in New Jersey at the time. Contributions to plans other than 401(k) Plans are considered to have been previously taxed. Use the appropriate method to determine the taxable amount.

Lump-Sum Distributions and Rollovers. When a lump-sum distribution of the entire balance from a qualified employee pension, annuity, profit-sharing, or other plan is made, the amount received in excess of the contributions to the plan that have already been taxed must be included in your income in the year received. New Jersey has no provisions for income averaging of lump-sum distributions. Report the taxable amount of a lump-sum distribution on Line 19.

A lump-sum distribution from an IRA or a qualified employee pension or annuity plan which you roll over into an IRA or other eligible plan is excludable from New Jersey income if the rollover qualifies for deferral for Federal income tax purposes. The amount rolled over (minus previously taxed contributions) is taxable later when it is withdrawn. As under Federal law, the rollover must be made within the 60-day period after distribution.

401(k) Plans. Beginning on January 1, 1984, New Jersey's treatment of 401(k) Plan contributions changed. After that date employee contributions to 401(k) Plans were no longer included in taxable wages when earned. If you made contributions to your 401(k) Plan prior to January 1, 1984, your distribution will be treated differently than if you made all of your contributions after this date.

1. **All contributions made on or after January 1, 1984.** If all of your contributions to the 401(k) Plan were made on or after January 1, 1984, then your distributions from the plan are fully taxable unless your contributions exceeded the Federal limit.
2. **Contributions made before January 1, 1984.** If you made contributions to the 401(k) Plan before January 1, 1984, or you made contributions beyond the Federal limit, calculate the taxable portion of your distributions from the plan using one of the methods described under contributory plans.

For more detailed information on reporting pension and annuity income on your New Jersey return, see Tax Topic Bulletin GIT-1, *Pensions and Annuities.*

IRAs. Your IRA consists of a nontaxable part (your contributions) and a taxable part (earnings plus certain amounts, if any, rolled over from pension plans). If your contributions have been previously taxed, only the portion of your distribution that represents earnings is taxable.

Earnings credited to an IRA are not subject to tax until withdrawn. The interest, dividends and other earnings, as well as amounts which were tax-free rollovers, will become taxable when withdrawn. If the total amount in the IRA is withdrawn, the entire amount of the interest or accumulated gains becomes taxable in the year the withdrawal is made.

If, however, the withdrawal from an IRA is made over a period of years, the portion of the annual distribution that represents interest income and accumulated gains in the IRA is subject to tax. A distribution from a rollover IRA which is fully taxable for Federal income tax purposes may be treated differently for New Jersey purposes if your contributions were subject to New Jersey income tax when the contributions were made.

Report the taxable amount of an IRA withdrawal on Line 19. Use Worksheet C on page 24 to determine the taxable portion of your IRA withdrawal. For multiple IRAs, the taxable amount may be determined by using a separate worksheet for each IRA, or all IRAs may be combined on one worksheet.

For more detailed information on IRA withdrawals, see Tax Topic Bulletin GIT-2, *IRA Withdrawals,* or Technical Bulletin TB-44.

Worksheet B
General Rule Method

1. Your previous taxed contributions to the plan ..... 1. _____
2. Expected return on contract* ..... 2. _____
3. Percentage excludable (Divide line 1 by line 2) ..... 3. _____%
4. Amount received this year ..... 4. _____
5. Amount excludable (Multiply line 4 by line 3) ..... 5. _____
6. Taxable amount (Subtract line 5 from line 4. Enter here and on Line 19, Form NJ-1040) ..... 6. _____

*The expected return on the contract is the amount receivable. If life expectancy is a factor under your plan, Federal actuarial tables must be used to compute the expected return. The Federal actuarial tables are contained in the Internal Revenue Service's Publication 939, *General Rule for Pensions and Annuities*. Contact the IRS for this publication. If life expectancy is not a factor under your plan, the expected return is found by totaling the amounts to be received.

(Keep for your records)

Worksheet C - IRA Withdrawals 2012

Part I

1. **Value of IRA** on 12/31/12. Include contributions made for the tax year from 1/1/13–4/15/13 ..... 1. _____
2. **Total distributions from IRA during the tax year.** Do not include tax-free rollovers..... 2. _____
3. **Total value of IRA.** Add lines 1 and 2 ..... 3. _____

Unrecovered Contributions:
Complete **either** line 4a or 4b:

4a. **First year of withdrawal from IRA:** Enter the total of IRA contributions that were previously taxed ..... 4a. _____

4b. **After first year of withdrawal from IRA:** Complete Part II. Enter amount of unrecovered contributions from Part II, line (g)* ..... 4b. _____

5. **Accumulated earnings in IRA on 12/31/12.** Subtract either line 4a or 4b from line 3 ..... 5. _____
6. Divide line 5 by line 3 and enter the result as a decimal ..... 6. _____
7. **Taxable portion of this year's withdrawal.** Multiply line 2 by decimal amount on line 6. Enter here and on Line 19, Form NJ-1040 ..... 7. _____

Part II—Unrecovered Contributions
(For Second and Later Years)

(a) **Last year's unrecovered contributions.** From line 4 of last year's worksheet* ..... (a) _____

(b) **Amount withdrawn last year.** From line 2 of last year's worksheet ..... (b) _____

(c) **Taxable portion of last year's withdrawal.** From line 7 of last year's worksheet ..... (c) _____

(d) **Contributions recovered last year.** Subtract line (c) from line (b) ..... (d) _____

(e) **This year's unrecovered contributions.** Subtract line (d) from line (a) ..... (e) _____

(f) **Contributions to IRA during current tax year.** Do not include tax-free rollovers ..... (f) _____

(g) **Total unrecovered contributions.** Line (e) plus line (f). Enter here and on Part I, line 4b ..... (g) _____

*If you did not complete a worksheet in prior year(s), skip Part II and calculate the amount of unrecovered contributions as follows:

A. Determine the total amount of ***withdrawal(s)*** made from the IRA in previous years.
B. Total the portion(s) of these previous year withdrawal(s) already reported as income on prior New Jersey tax returns.
C. Subtract the amount of previous year withdrawals reported (B) from the total amount of previous year withdrawals (A). This difference is the amount of contributions that have been *recovered* thus far.
D. Subtract the amount of *recovered* contributions (C) from the *total* amount of contributions made to the IRA. This is the amount of ***unrecovered*** contributions to enter on **line 4b** of **Part I.**

(Keep for your records)

When You Need Information

by phone...

Property Tax Reimbursement Hotline

1-800-882-6597 (in NJ, NY, PA, DE, MD)

Check on the status of your reimbursement through our automated inquiry system. Automated services are available 7 days a week (hours may vary).

Speak directly to a Division representative. Representatives are available 8:30 a.m. to 4:30 p.m., Monday – Friday, except holidays.

Automated Tax Information System

Call from a Touch-tone phone (24 hours a day, 7 days a week)

1-800-323-4400 (in NJ, NY, PA, DE, MD) or **609-826-4400**

Listen to recorded tax information on many topics. Order certain forms and publications through our automated message system.

Text Telephone Service (TTY/TDD) for Hard-of-Hearing Users

1-800-286-6613 (toll-free within NJ, NY, PA, DE, and MD) or **609-984-7300**.

These numbers are accessible *only* from TTY devices.

- Submit a text message on any tax matter.
- Receive a reply through NJ Relay Services (711).

in person...

Visit a New Jersey Division of Taxation Regional Office

Regional offices provide individual assistance at locations throughout the State. Call the Automated Tax Information System or visit our home page for the address of the office nearest you.

in writing...

Address your questions to:

NJ Division of Taxation
PO Box 255
Trenton, NJ 08646-0255

online...

Division of Taxation Web site:
www.state.nj.us/treasury/taxation/

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nj.taxation@treas.state.nj.us

Subscribe to *NJ Tax E-News,* the Division of Taxation's online information service, at:
www.state.nj.us/treasury/taxation/listservice.shtml

Who Can Help

Volunteers in the VITA (Volunteer Income Tax Assistance) and TCE (Tax Counseling for the Elderly) Programs are available to help prepare the property tax reimbursement application at some locations throughout New Jersey. For the location nearest you, call the Property Tax Reimbursement Hotline at 1-800-882-6597.