

Beginning 2/16/2016, CCBF will offer free property tax credit claim assistance on a first-come, first served basis. Eligible renters may receive a refund of up to \$750, and homeowners up to \$1,100.

Assistance will be available on the following schedule:

February 16, 2016 to March 4, 2016
Tuesdays & Thursdays only
From 8:30 AM to 3:30 PM

March 8, 2016 to April 14, 2016
Tuesdays & Thursdays only
From 8:30 AM to 11:30 AM

For property tax credit claim assistance, the following must be provided:

- State Identification (drivers license, State ID)
- Social security number verification for all parties (social security card)
- Paid real estate tax receipt (for homeowners)
- Rent payments:
 - Copies of rent receipts signed by landlord that include the landlord's name, address and phone number.
 - If your landlord does not provide rent receipts, a letter from the landlord with the property address, dates of occupancy and total amount paid for 2015 must be provided. Copies of canceled checks front and back will be accepted as sufficient proof of payment; however, **you must still provide the address and phone number of your landlord!**
- Proof of all household income:
 - Social Security (Form 1099-SSA)
 - SSI/Public Relief (letter MUST show total amount earned during 2015; **award letters are not acceptable**)
 - W2 Earnings Statement
- Cancelled Check if you are wanting direct deposit of your tax credit.
- Postage stamp for mailing tax form to Jefferson City.

Carondelet Community Betterment Federation, Inc.

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For more information on the Missouri Personal Property Tax Credit, please visit

<http://dor.mo.gov/personal/ptc/>