

**CITY AND COUNTY OF HONOLULU**



**REAL PROPERTY TAX CREDIT FOR HOMEOWNERS  
APPLICATION FORM T-RPT100 TAX YEAR 2019-2020**

**PARCEL INFORMATION**

TAX MAP KEY

Zone Section Plat Parcel Cpr

PROPERTY ADDRESS

**APPLICANT INFORMATION**

Last Name First Name Middle Name

Mailing Address: Street Number Street Name Unit No.

City State Zip Code Phone E-Mail Address

**QUALIFICATION REQUIREMENTS**

**1, Do you have a home exemption on this property now?**

YES  
 NO ...If NO, **STOP**, You do not qualify for the credit.

\* You must maintain a home exemption through the Tax Year 2019-2020.

**2. Do any of the owners on title own other property on Oahu, elsewhere in Hawaii, in another state or territory, or in a foreign country?**

YES ... If YES, **STOP**, You do not qualify for the credit.  
 NO

**3. Do you expect the property to be sold or the owners on title to change before June 30, 2019?**

YES  NO

Any sale of the property or ownership change must be reported within 30 days to the address below or the credit may be voided and a fine may be imposed.

**4. Is this property in a trust?** ..... YES  NO

If in a trust, was a separate State or Federal tax return filed for the trust..... YES  NO   
If YES, you must submit copies of the trust's tax return.

- **If you are not sure if property is in a trust, please call 768-3205 for assistance.**

**APPLICATION MAILING INSTRUCTION**

**MAIL APPLICATION TO:**

City and County of Honolulu  
Department of Budget and Fiscal Services  
Division of Treasury, Tax Relief Section  
715 South King Street, Room 505  
Honolulu, HI 96813

**DEADLINE TO FILE THIS APPLICATION: OCTOBER 1, 2018**

**REAL PROPERTY TAX CREDIT FOR HOMEOWNERS**

**INCOME OF ALL TITLEHOLDERS**

**LIST NAMES AND INCOME OF ALL TITLEHOLDERS**

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

**\$60,000 INCOME LIMIT**

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

**AFFIDAVIT AND CERTIFICATION**

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

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

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date

**CONTACT PERSON**

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

This hereby authorizes our office to contact the following person(s) other than yourself, regarding this application for Real Property Tax Credit for Homeowners, Tax Year 2019-2020.

_____ Name	_____ Relationship to Owner
_____ Address	_____ Phone Number
	_____ Email Address

**REMINDER: THE DEADLINE TO FILE THIS APPLICATION IS OCTOBER 1, 2018.  
 YOU MUST FILE ANNUALLY TO RECEIVE THE TAX CREDIT**

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

All Titleholders must complete this form

			XXX-XX-	
Last Name	First	Middle	Soc. Sec. No. (last 4 digits only)	Date of Birth
			XXX-XX-	
Spouse's Last Name	First	Middle	Soc. Sec. No. (last 4 digits only)	Date of Birth

**IF YOU FILED A FEDERAL INCOME TAX RETURN, YOU MUST COMPLETE THIS SECTION**

**Submit the following required documents with your application:**

1. **Tax Return Transcript for 2017** from the Internal Revenue Service (instructions on page 4)
2. **W2 for 2017**, (If you worked in 2017 and received a W2)

**We reserve the right to request any other income document to verify your income.**

**List the gross amount of all income you received in 2017.**

Type of Income	\$ Gross Income	Type of Income	\$ Gross Income

Income of all titleholders cannot exceed \$60,000	<b>TOTAL INCOME</b> \$
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**IF YOU DID NOT FILE A FEDERAL INCOME TAX RETURN, YOU MUST COMPLETE THIS SECTION**

1. You must submit all income documents such as SSA1099, 1099's, W-2, Etc.
2. If you filed a State of Hawaii Tax Return, you must also submit a copy of the return.

**We reserve the right to request any other income document to verify your income.**

**List the gross amount of all income you received in 2017.**

Type of Income	\$ Gross Income	Type of Income	\$ Gross Income

Income of all titleholders cannot exceed \$60,000	<b>TOTAL INCOME</b> \$
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**ALL APPLICANTS MUST SIGN THE STATEMENT BELOW**

Revised Ordinance of Honolulu Sec. 8-13.5 (a) (1 & 2)

Any person who files a fraudulent application or attests to any false statement with the intent to defraud the city or evade the payment of real property taxes or any part thereof; or in any manner intentionally deceives or attempts to deceive the city, shall be guilty of a violation and be subject to a criminal fine of not more than \$2,000, in addition to being responsible for paying any outstanding taxes interest and penalties. Please sign and date.

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Signature and date

\_\_\_\_\_  
Signature and date

## HOW TO OBTAIN AN IRS TRANSCRIPT OF YOUR 2017 TAX RETURN

Transcripts are provided by the IRS at no charge

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

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

<u>Step</u>	<u>When you hear the message below</u>	<u>Press or enter</u>
1	To continue in English, press 1.....	Press 1
2	Please enter the Social Security number for which you are calling .....	Soc. Sec. No.
3	The Social Sec. No. you entered was ___ if this is correct, press 1 now .....	Press 1
4	To verify your address, please enter the numbers of your street address. Do not enter letters or fractions (If your street number has a dash “-“ such as 45-2000, enter only the 45).....	Street No.

*Listen to the recorded information regarding transcript. Wait until you hear Step 5.*

5	<b>To receive a transcript of your tax return press 2 .....</b>	Press 2
6	Please enter the year for which you would like information.....	2017
7	The year you entered is 2017, if this is correct press 1.....	Press 1
8	You have requested a transcript of your 2017 tax return, if this is correct press 1.....	Press 1
9	To end press 3.....	Press 3

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

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

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

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

**Call 1-844-545-5640 or go to [Honolulu.appointment@irs.gov](mailto:Honolulu.appointment@irs.gov) to make an appointment**

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

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

**DEADLINE TO FILE APPLICATION OCTOBER 1, 2018  
YOU MUST FILE ANNUALLY TO RECEIVE TAX CREDIT**