



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

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

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

Detach below this line and mail completed worksheet to the address listed below.

2017 HOMESTEAD CREDIT WORKSHEET

Tenant Information:

Renter's Last Name First Name Middle Initial

Apt. #

Address of Rental Property

City WI Zip Code

Address to send Rent Concession/Homestead form, if different than Apartment address: _____

<u>CIRCLE ONE</u>
Current
Prior
Did you rent a GARAGE yes/no

I occupied rental property during 2017:

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

Do/Did you occupy the rental property with co-tenant(s)? () YES () NO
(A co-tenant is any adult listed on the lease; does not include spouse or children)

EACH TENANT SHOULD FILL OUT A SEPARATE HOMESTEAD CREDIT WORKSHEET.

Mailing Address: P.O. Box 45, Eau Claire, WI 54702
Physical Address: 3502 Oakwood Hills Pkwy Ste C, Eau Claire, WI 54701