Low-Income Senior Freeze Exemption Guide 2023

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Courtesy of Warren Township Assessor's Office

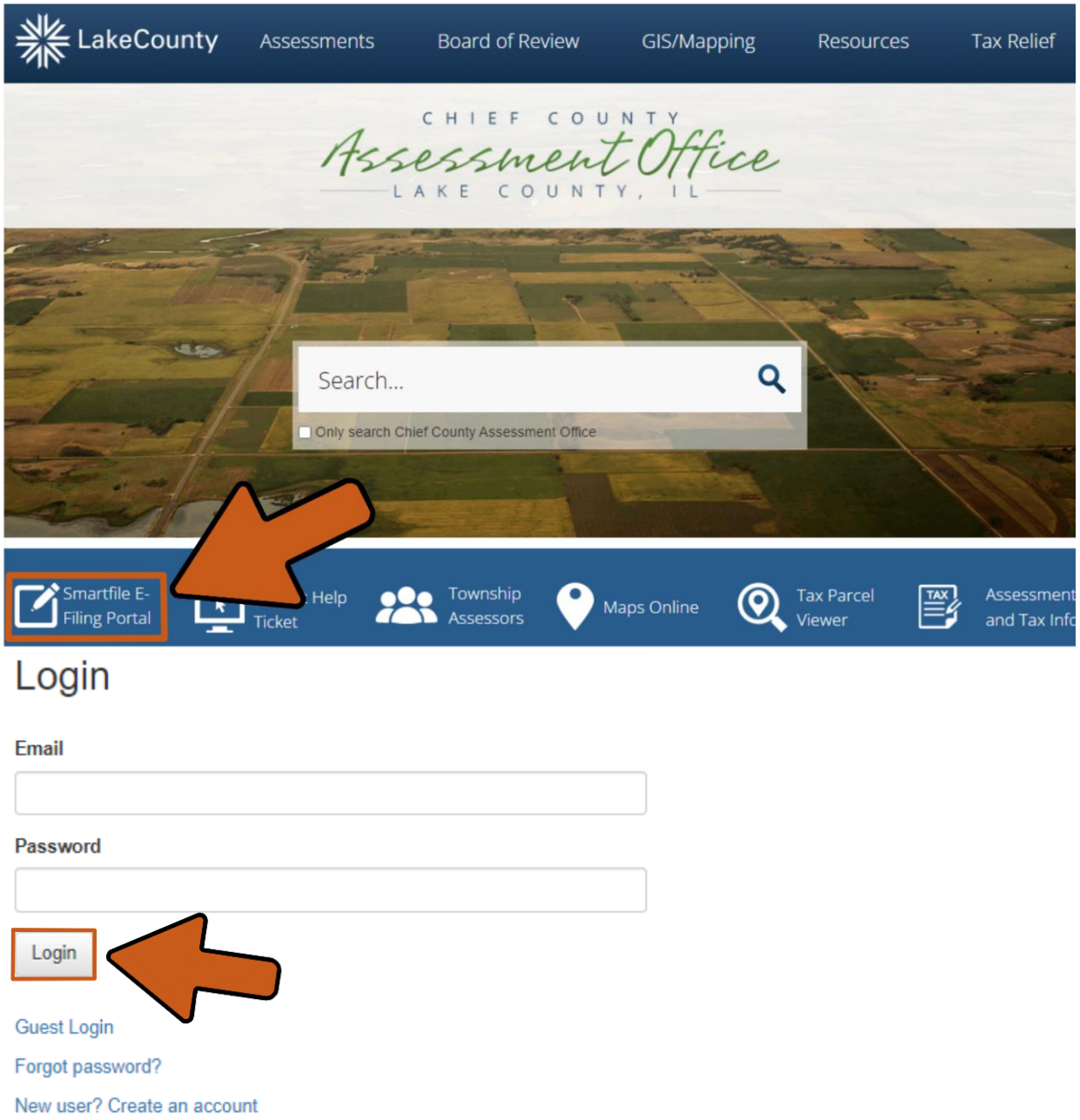
All documentation is required to be uploaded as a photo or scan

Required documents

- Government ID
- 2022 federal income tax return forms, including all additional 1040 schedules & attachments
- Trust documents (if applicable)

Before beginning the application, please have all 2022 federal income tax return forms and documentation prepared.

Begin at the Lake County Chief County Assessment Office website *Assessor.lakecountyil.gov*

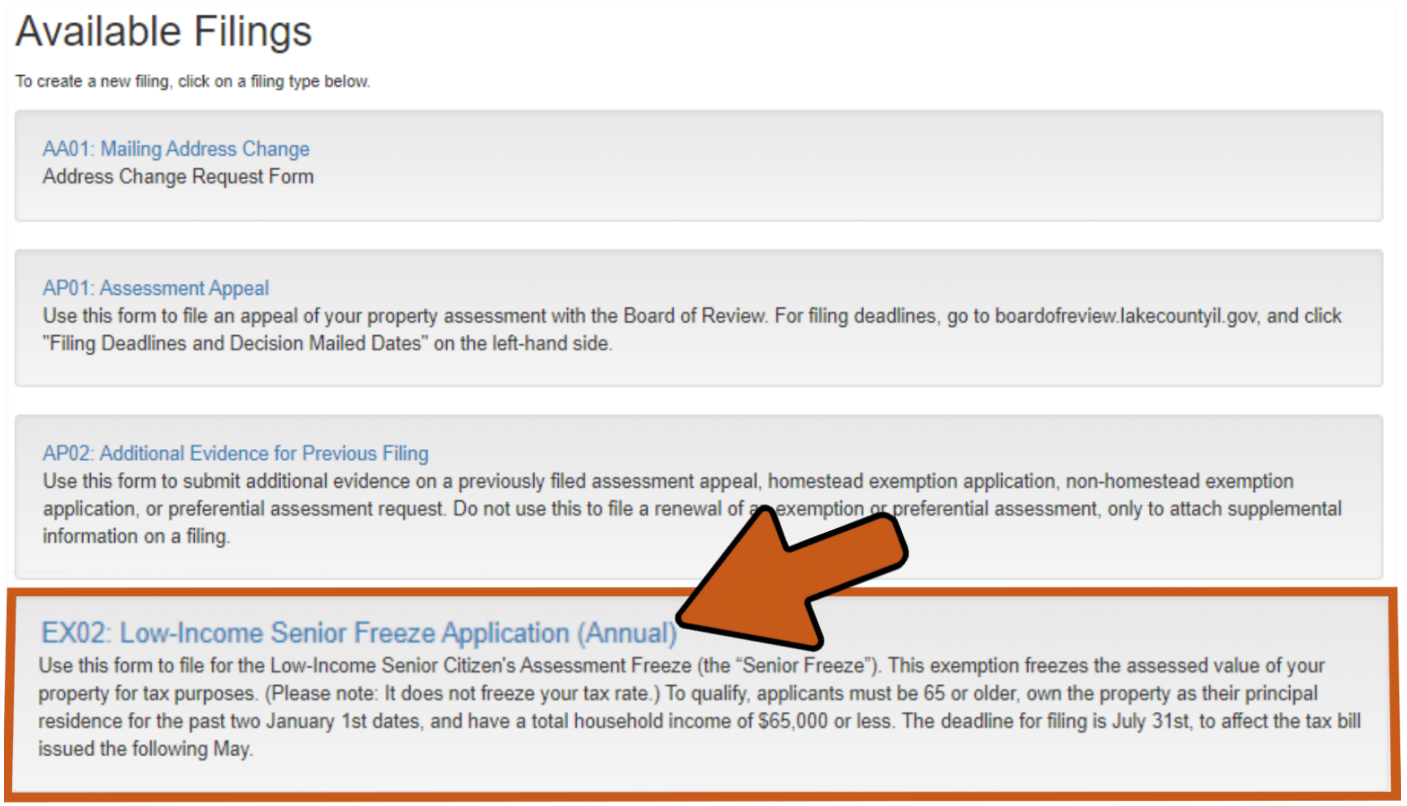


➡ Next, select Smartfile E-file Portal

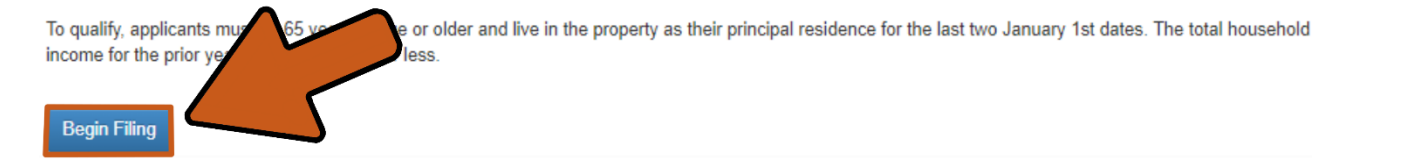
Enter your Lake County login information, or create an account

➡ Select Login

In Available Filings select "EX02: Low-Income Senior Freeze Application (Annual)"



Select Begin Filing



Enter tax year 2023

Then, search by PIN *OR* property address

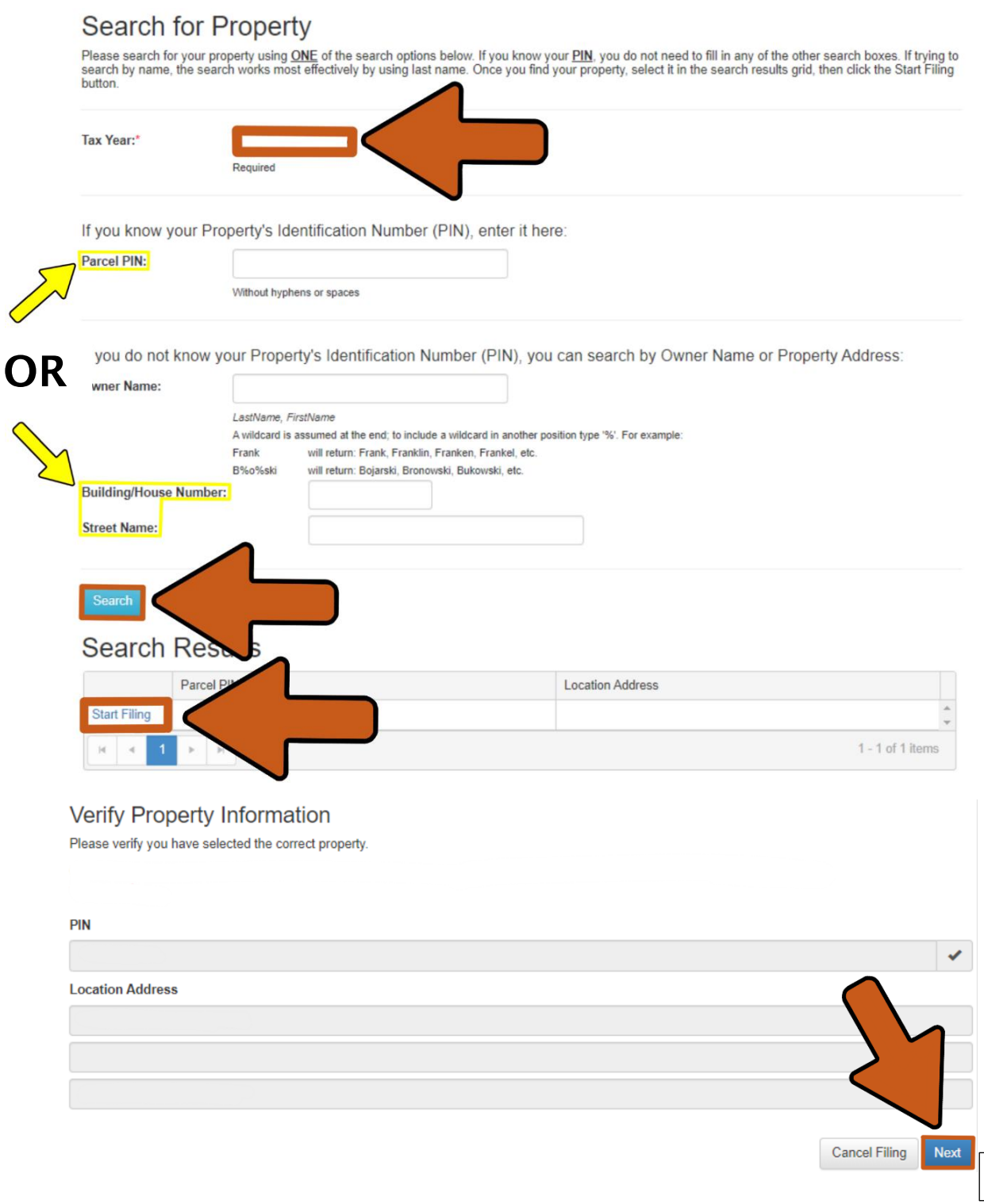
*Be sure your PIN does not include any hyphens or spaces. Additionally, if searching address use *only* house number and street name. Do not include street direction or suffix.

Select Search

Confirm the correct property and select Start Filing

Verify your property information

Select Next

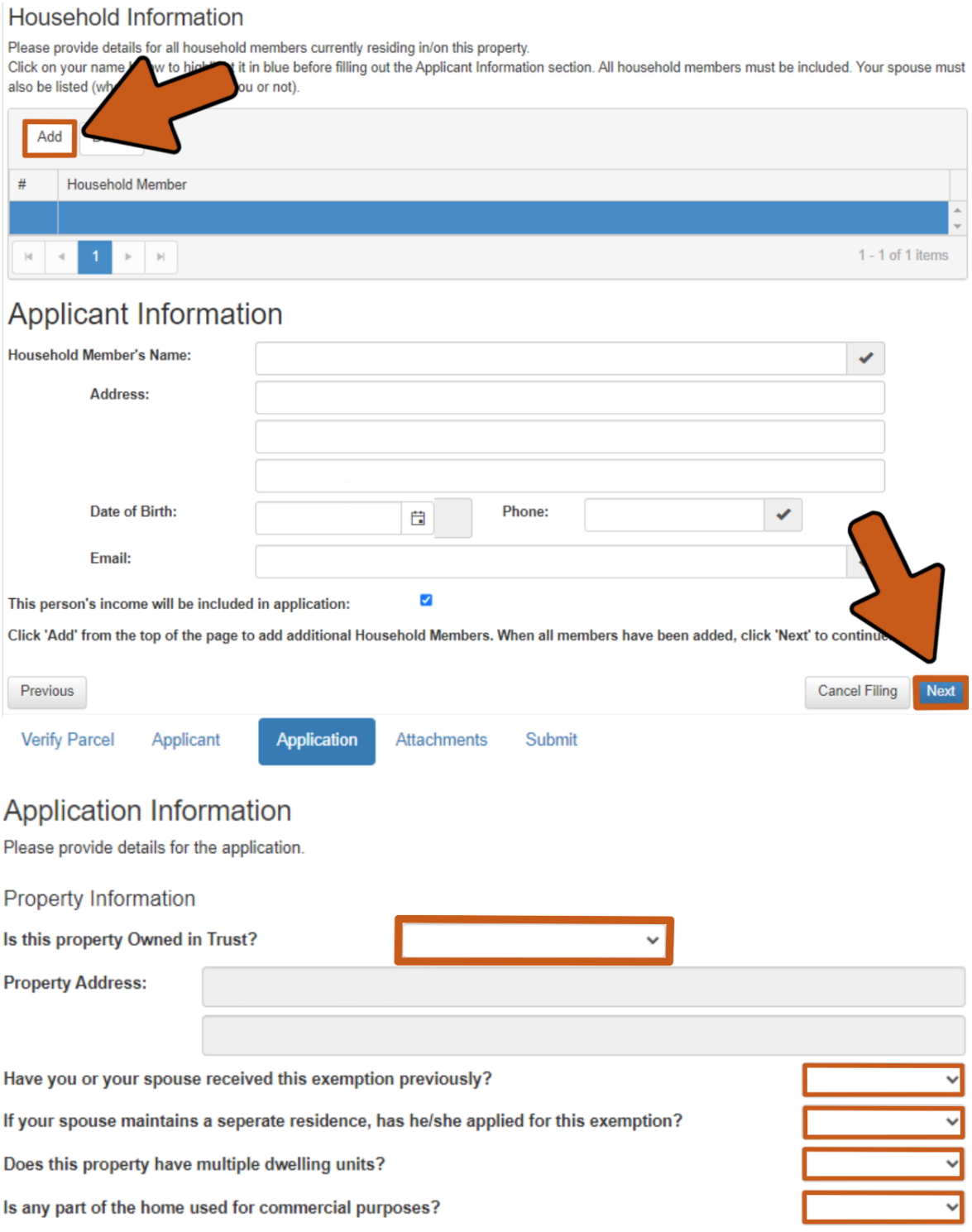


Fill in all household members information. This is to ensure all income is accounted for. Additional household members include spouse, and any other individuals living in household.

Select "Add" to enter information of additional household members.

When all entries have been completed select Next

Next, fill in appropriate selections for your application



The following section will vary for each individual, depending on the required household income tax return forms.

The example for this guide is using a basic 1040-SR, but certain applicants may additionally require forms such as form 8829,1099R, 1040 Schedules 1, C, D, E, F and statements referenced on schedule 1.

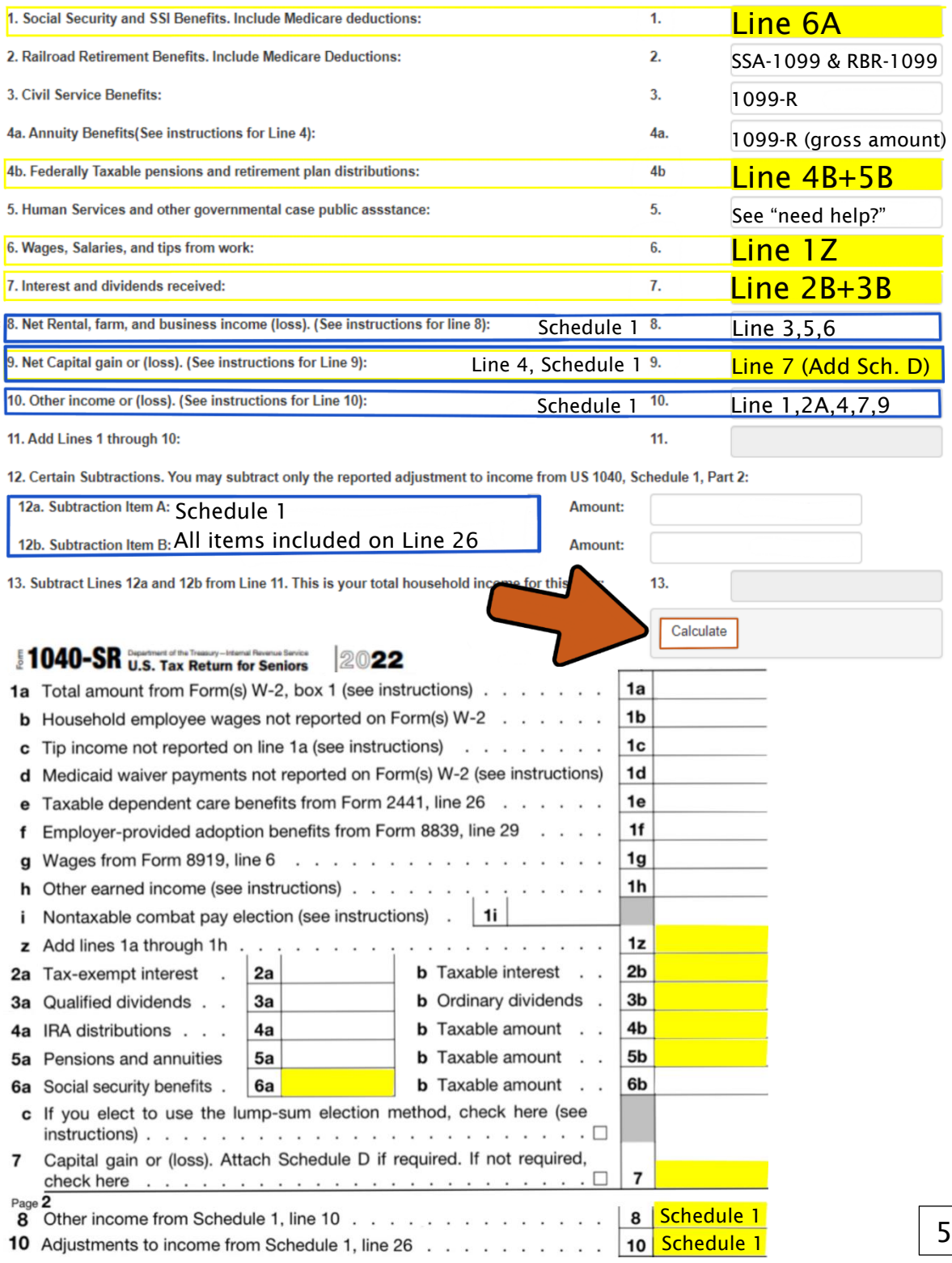
Located on page 8 is the “need help?” step by step instructions, and our contact information if additional assistance is needed.

All forms used must be included in attachments on page 6

Select Calculate

*4B- If you have received annuities, subtract the taxable annuity amount (form 1099-r)

*8,9,10- do not include net operating loss (NOL)



1. Social Security and SSI Benefits. Include Medicare deductions:		1.	Line 6A
2. Railroad Retirement Benefits. Include Medicare Deductions:		2.	SSA-1099 & RBR-1099
3. Civil Service Benefits:		3.	1099-R
4a. Annuity Benefits(See instructions for Line 4):		4a.	1099-R (gross amount)
* 4b. Federally Taxable pensions and retirement plan distributions:		4b	Line 4B+5B
5. Human Services and other governmental case public asstance:		5.	See “need help?”
6. Wages, Salaries, and tips from work:		6.	Line 1Z
7. Interest and dividends received:		7.	Line 2B+3B
* 8. Net Rental, farm, and business income (loss). (See instructions for line 8):	Schedule 1	8.	Line 3,5,6
* 9. Net Capital gain or (loss). (See instructions for Line 9):	Line 4, Schedule 1	9.	Line 7 (Add Sch. D)
* 10. Other income or (loss). (See instructions for Line 10):	Schedule 1	10.	Line 1,2A,4,7,9
11. Add Lines 1 through 10:		11.	

12. Certain Subtractions. You may subtract only the reported adjustment to income from US 1040, Schedule 1, Part 2:

12a. Subtraction Item A:	Schedule 1	Amount:
12b. Subtraction Item B:	All items included on Line 26	Amount:

13. Subtract Lines 12a and 12b from Line 11. This is your total household income for this ... 13.

Calculate

Form **1040-SR** Department of the Treasury—Internal Revenue Service **U.S. Tax Return for Seniors** **2022**

1a	Total amount from Form(s) W-2, box 1 (see instructions)			1a	
b	Household employee wages not reported on Form(s) W-2			1b	
c	Tip income not reported on line 1a (see instructions)			1c	
d	Medicaid waiver payments not reported on Form(s) W-2 (see instructions)			1d	
e	Taxable dependent care benefits from Form 2441, line 26			1e	
f	Employer-provided adoption benefits from Form 8839, line 29			1f	
g	Wages from Form 8919, line 6			1g	
h	Other earned income (see instructions)			1h	
i	Nontaxable combat pay election (see instructions)	1i			
z	Add lines 1a through 1h			1z	
2a	Tax-exempt interest	2a	b Taxable interest	2b	
3a	Qualified dividends	3a	b Ordinary dividends	3b	
4a	IRA distributions	4a	b Taxable amount	4b	
5a	Pensions and annuities	5a	b Taxable amount	5b	
6a	Social security benefits	6a	b Taxable amount	6b	
c	If you elect to use the lump-sum election method, check here (see instructions) ☐				
7	Capital gain or (loss). Attach Schedule D if required. If not required, check here ☐			7	

Page 2

8	Other income from Schedule 1, line 10	8	Schedule 1
10	Adjustments to income from Schedule 1, line 26	10	Schedule 1

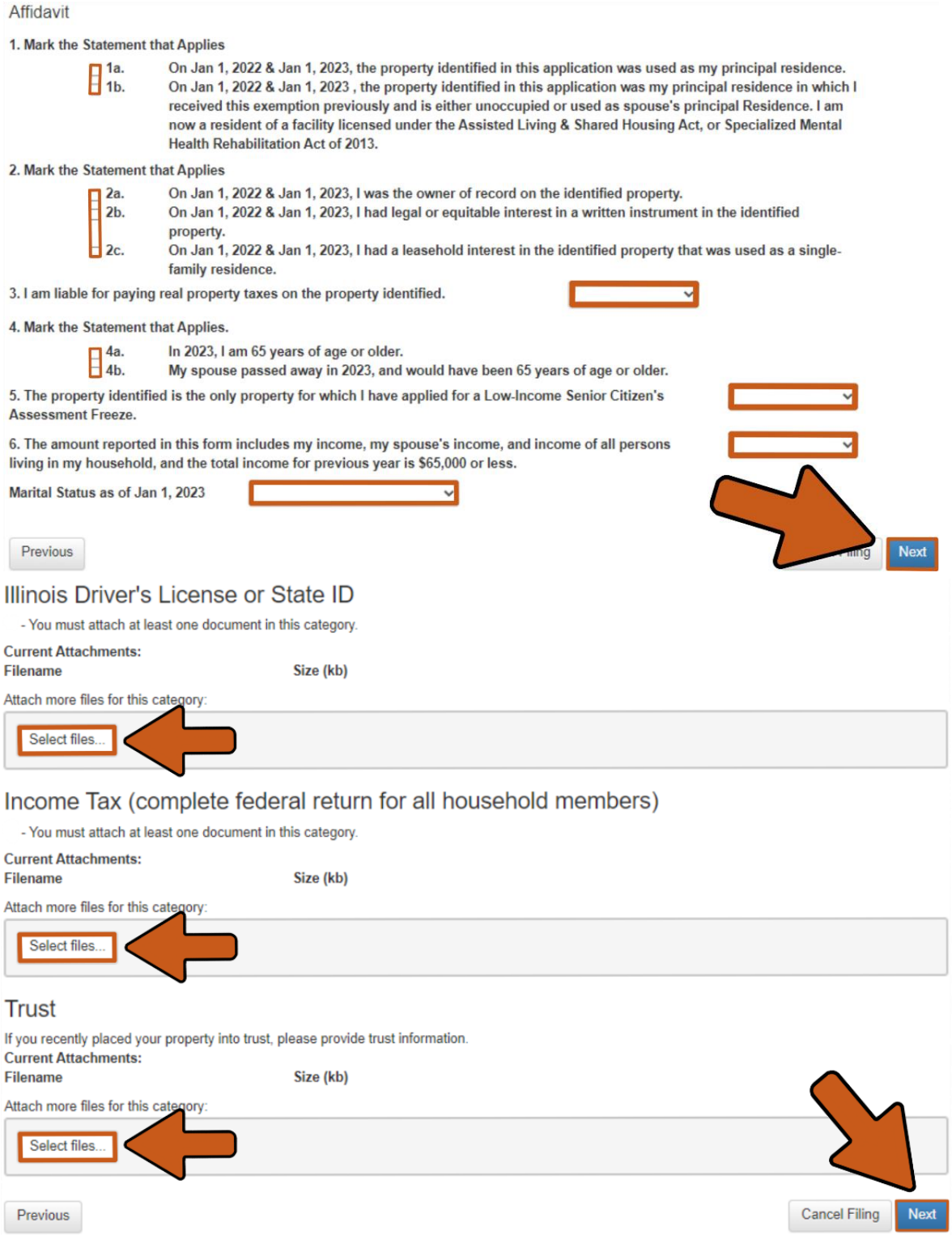
Continue to fill in appropriate selections

Select Next

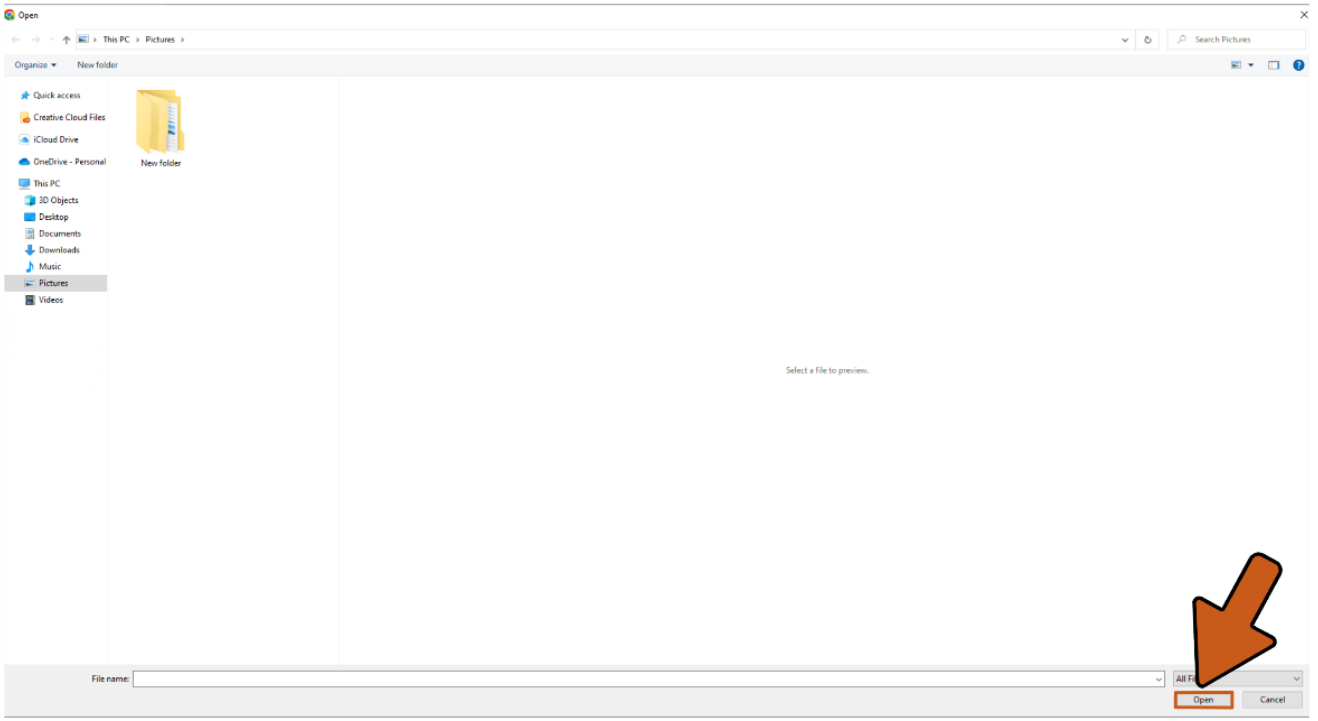
Upload a photo or scan of the following:

- Government ID
- 2022 federal income tax return forms, including all additional 1040 schedules & attachments
- Trust documents (if applicable)

(Continue to next page for more information on uploading documentation)

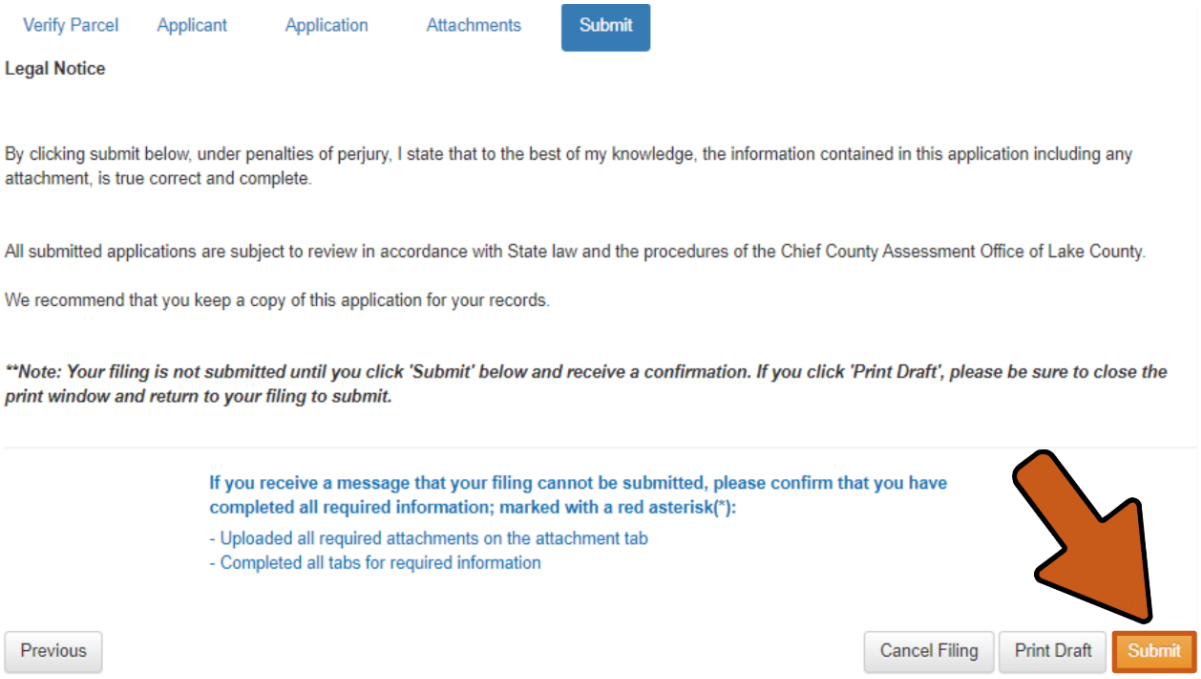


After clicking ➡ "Select Files" this pop-up will appear displaying your computer files. Select the appropriate pictures or scans and click ➡ Open. Repeat until all needed documents are uploaded



➡ Continue to the final submission page of the application by selecting Next

Select Submit and your application will be reviewed by Lake County and applied to your 2023 tax bill (payable in summer 2024). We recommend saving your login information, and printing a copy of your application after submission.



Your local assessor's office is here to help, please reach out if any assistance needed. Thank you for using our services, and helping to support our community.

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Courtesy of Warren Township Assessor's Office. Created by Tiffany Lee, revised 2023

Contents

Form PTAX-340 Step-by-Step Instructions

Part 1: Applicant information

Lines 1 through 5 – Type or print the requested information.

Part 2: Property information

Lines 1 and 2 – Identify the property for which this application is filed.

Lines 3 and 4 – Answer the questions by marking an "X" next to your statement. If you answered "Yes" to the question on Line 3 and you know the base year, write it in the space provided.

Part 3: Household income for 2022

"Income" for this exemption means 2022 federal adjusted gross income, **plus** certain items subtracted from or not included in your federal adjusted gross income (320 ILCS 25/3.07). These include tax-exempt interest, dividends, annuities, net operating loss carryovers, capital loss carryovers, and Social Security benefits. Income also includes public assistance payments from a governmental agency, SSI, and certain taxes paid. These Step-by-Step Instructions provide federal return line references and reporting statement references, whenever possible.

The amounts written on each line must include the 2022 income for you, your spouse, and **all** the other individuals living in the household.

As an alternative income valuation, a homeowner who is enrolled in any of the following programs may be presumed to have household income that does not exceed the maximum income limitation for that tax year: Aid to the Aged, Blind or Disabled (AABD) Program or the Supplemental Nutrition Assistance Program (SNAP), both of which are administered by the Department of Human Services; the Low Income Home Energy Assistance Program (LIHEAP), which is administered by the Department of Commerce and Economic Opportunity; The Benefit Access program, which is administered by the Department on Aging; and the Senior Citizens Real Estate Tax Deferral Program.

Line 1 – Social Security and Supplemental Security Income (SSI) benefits

Write the total amount of retirement, disability, or survivor's benefits (including Medicare deductions) the entire household received from the Social Security Administration (shown on Form SSA-1099, box 3 or use box 5 only if there is a reduction of benefits). You also must include any Supplemental Security Income (SSI) the entire household received and any benefits to dependent children in the household. Do not include reimbursements under Medicare/Medicaid for medical expenses.

Note: The amount deducted for Medicare is already included in the amount in box 3 of Form SSA-1099.

Line 2 – Railroad Retirement benefits

Write the total amount of retirement, disability, or survivor's benefits (including Medicare deductions) the entire household received under the Railroad Retirement Act (shown on Forms SSA-1099 and RRB-1099).

Line 3 – Civil Service benefits

Write the total amount of retirement, disability, or survivor's benefits the entire household received under any Civil Service retirement plan (shown on Form 1099-R).

Line 4 – Annuities and other retirement income

Write the total amount of income the entire household received as an annuity from any annuity, endowment, life insurance contract, or similar contract or agreement (shown on Form 1099-R). Include only the federally taxable portion of pensions, IRAs, and IRAs converted to Roth IRAs (shown on U.S. 1040, Line 4b). IRAs are not taxable when "rolled over," unless "rolled over" into a Roth IRA.

Line 5 – Human Services and other governmental cash public assistance benefits

Write the total amount of Human Services and other governmental cash public assistance benefits the entire household received. If the first two digits of any member's Human Services case number are the same as any of those in the following list, you must include the total amount of any of these benefits on Line 5.

01 aged	**04 and 06** temporary assistance to needy families (**TANF**)
02 blind	**07** general assistance
03 disabled	

To determine the total amount of the household benefits, multiply the monthly amount each person received by 12. You must adjust your figures accordingly if anyone in the household did not receive 12 equal checks during this period.

Food stamps and medical assistance benefits anyone in the household may have received are not considered income and should not be added to your total income.

Line 6 – Wages, salaries, and tips from work

Write the total amount of wages, salaries, and tips from work for every household member (shown in box 1 of Form W-2).

Line 7 – Interest and dividends received

Write the total amount of interest and dividends the entire household received from all sources, including any government sources (shown on Forms 1099-INT, 1099-OID, and 1099-DIV). You must include both taxable and nontaxable amounts.

Line 8 – Net rental, farm, and business income or (loss)

Write the total amount of net income or loss from rental, farm, business sources, *etc.*, the entire household received, as allowed on U.S. 1040, Schedule 1, Lines 3, 5, and 6. You **cannot** use any net operating loss (NOL) carryover in figuring income.

Line 9 – Net capital gain or (loss)

Write the total amount of taxable capital gain or loss the entire household received in 2022, as allowed on U.S. 1040, Line 7 and U.S. 1040, Schedule 1, Line 4. You **cannot** use a net capital loss carryover in figuring income.

Line 10 – Other income or (loss)

Write the total amount of other income or loss not included in Lines 1 through 9, that is included in federal adjusted gross income, such as alimony received, unemployment compensation, taxes withheld from oil or gas well royalties. You **cannot** use any net operating loss (NOL) carryover in figuring income.

Line 11 – Add Lines 1 through 10.

Line 12 – Subtractions

You may subtract only the reported adjustments to income totaled on U.S. 1040, Schedule 1, Line 26. For example:

- IRA deduction
- Archer MSA deduction
- student loan interest deduction
- jury duty pay you gave to your employer
- penalty on early withdrawal of savings
- self-employed SEP, SIMPLE, and qualified plans
- alimony or maintenance paid
- educator expenses
- tuition and fees
- domestic production activities deduction
- deductible part of self-employment tax
- self-employed health insurance deduction
- health savings account deduction
- moving expenses

Line 13 – Total household income

Subtract Line 12 from Line 11. If this amount is greater than $65,000, **you do not qualify for this exemption.** See Page 3.

Part 4: Affidavit

Lines 1 through 4 – Mark the item that applies. Read the affidavit carefully. The statements **must** apply.

Line 7 – Write the names and tax identification numbers of the individuals, other than yourself, who used the property for their principal residence on January 1, 2023. Attach an additional sheet if necessary.

Line 8 – Follow the instructions on the form. If your spouse does not reside at this property, be sure to write his or her name and address.

Note: You must sign your Form PTAX-340 before you file it with your CCAO. Return your completed Form PTAX-340 to your CCAO's office or mail it to the address printed on the bottom of Page 2.