

**BELLINGHAM SENIOR CENTER & OFFICE OF THE COUNCIL ON AGING**  
**508-966-0398**

Date of application \_\_\_\_\_

**CONFIDENTIAL APPLICATION FOR PROPERTY TAX WORK OFF PROGRAM**

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Cell \_\_\_\_\_ Birth date \_\_\_\_\_

E-mail \_\_\_\_\_

**ELIGIBILITY REQUIREMENTS**

60 years old by July 1 this year? Yes \_\_\_\_\_ No \_\_\_\_\_ Vet \_\_\_\_\_ DD214 Discharge Required under 60 yrs \_\_\_\_\_  
Homeowner or current spouse of homeowner? \* Yes \_\_\_\_\_ No \_\_\_\_\_

**If you sell your home, arrangements must be made to ensure that YOU receive your work-off deduction. You are responsible for notifying the Senior Center and Assessor's Office of the Sale, PRIOR to your Closing. \*\*Initial: \_\_\_\_\_ \*\***

Bellingham resident? Yes \_\_\_\_\_ No \_\_\_\_\_

Reside in property for which relief is requested? Yes \_\_\_\_\_ No \_\_\_\_\_

\*If property is in a trust, etc., please explain \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name of emergency contact person: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address if not the same as yours: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone \_\_\_\_\_

**PLACEMENT INFORMATION**

What are your past experiences, types of skills, and qualifications?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

Job placements may be available in a variety of Town departments. Indicate in which departments you would prefer to work, if possible.

|                                    |                           |                      |
|------------------------------------|---------------------------|----------------------|
| _____ No Preference – Any          | _____ Town Recycle Center | _____ B.P. Library   |
| _____ Town Hall Offices            | _____ DPW Parks & Beaches | _____ Vet's Memorial |
| _____ Senior Center                | _____ Schools             | _____ Town Common    |
| _____ Town Carpenter's Dept.       | _____ Historical Museum   |                      |
| _____ Other- please explain: _____ |                           |                      |



## **TOWN OF BELLINGHAM**

Joseph Laydon, Town Administrator  
Bellingham Municipal Center  
10 Mechanic Street - Bellingham, MA 02019

I, the undersigned, do hereby consent to my voluntary participation in the Town of Bellingham Senior Tax Work-Off program.

I also agree to forever release the Town of Bellingham, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in the Senior Work program offered by the Town of Bellingham ("the releasees") from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage (personal or other) resulting from my participation in the Town of Bellingham Senior Tax Work-Off program.

I also promise, to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage (personal or other) resulting from participation in the Town of Bellingham Senior Tax Work-Off Work program.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs. By signing this Form, I affirm that I have decided to participate in the Town as a volunteer in the Senior Tax Work-Off Program with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in Senior Tax Work-Off activities.

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**Participant's Name (Please Print)**

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**Participant's Signature**

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**Date**

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**Home Address (Please Print)**

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**Town ( Please Print)**

## Senior and or Veteran Property Tax Work-off Program Disclosure

The amount of the property tax reduction earned by the taxpayer under this program is not considered income for the purpose of STATE income tax withholding, unemployment compensation or workmen's compensation.

The United States Internal Revenue Service (IRS) has ruled that under current federal law the abatement amount is included in the taxpayer's gross income for both federal income tax and Federal Insurance Contribution Act (FICA) tax purposes. In Addition, if the community pays the taxpayer's share of FICA taxes, the amount is also income subject to federal income tax.

\*\* This means a W2 will be issued each year the property tax abatement is earned and the W2  
filed with the IRS as income\*\*.

With the above laws as stated, each tax work-off participant is required to complete:

- the required program application each year before beginning his or her service,
- a W4 Tax Withholding Form as well as the I-9 Eligibility Form with proper current formal identifications as required under the law for each new program year.

**\*\*Note** each new program year runs from December 1 of a given year to November 30 of the following given year. New paperwork must be submitted for EVERY program year a participant wishes to participate.

It is the responsibility of the participant as well as the supervisor to:

- read and understand the program guidelines,
- notify the Senior Center Director of all time completed and the department(s) that the time was worked as well as the date of their first day of work,
- notify the Senior Center Director regarding change of Ownership of Tax Work-Off participant's residence (selling property or putting the property into a Trust that no longer has one's name as the Trustee.

Upon completion of all time worked, it is the responsibility of the participant to obtain a completed and signed letter from the supervisor to submit to the Senior Center Director to ensure and verify the exact dollar value of the property tax work-off amount.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

Cc: Participant

# Employee's Withholding Certificate

OMB No. 1545-0074

**2025**

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

|   |   |           |   |
|---|---|-----------|---|
| <b>Step 1:</b><br><b>Enter Personal Information</b> | (a) First name and middle initial   | Last name | (b) Social security number  |
|   | Address   |           | Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> . |
|   | City or town, state, and ZIP code   |           |   |
|   | (c) <input type="checkbox"/> Single or Married filing separately<br><input type="checkbox"/> Married filing jointly or Qualifying surviving spouse<br><input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.) |           |   |

**TIP:** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

|  |   |
|--|---|
| <b>Step 2:</b><br><b>Multiple Jobs or Spouse Works</b> | Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.<br>Do <b>only one</b> of the following.<br>(a) Use the estimator at <a href="http://www.irs.gov/W4App">www.irs.gov/W4App</a> for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; <b>or</b><br>(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; <b>or</b><br>(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate <input type="checkbox"/> |
|--|---|

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

|  |  |             |    |
|--|--|-------------|----|
| <b>Step 3:</b><br><b>Claim Dependent and Other Credits</b> | If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):<br>Multiply the number of qualifying children under age 17 by \$2,000 \$ _____<br>Multiply the number of other dependents by \$500 . . . . . \$ _____<br>Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . . | <b>3</b>    | \$ |
| <b>Step 4 (optional):</b><br><b>Other Adjustments</b>      | (a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .  | <b>4(a)</b> | \$ |
|  | (b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .   | <b>4(b)</b> | \$ |
|  | (c) <b>Extra withholding.</b> Enter any additional tax you want withheld each pay period . .   | <b>4(c)</b> | \$ |

|                                    |  |                          |                                      |
|------------------------------------|--|--------------------------|--------------------------------------|
| <b>Step 5:</b><br><b>Sign Here</b> | Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete. |                          |                                      |
|                                    | Employee's signature (This form is not valid unless you sign it.)  |                          | Date                                 |
| <b>Employers Only</b>              | Employer's name and address  | First date of employment | Employer identification number (EIN) |

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2025 if you meet both of the following conditions: you had no federal income tax liability in 2024 and you expect to have no federal income tax liability in 2025. You had no federal income tax liability in 2024 if (1) your total tax on line 24 on your 2024 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, and 29), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2025 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 17, 2026.

**Your privacy.** Steps 2(c) and 4(a) ask for information regarding income you received from sources other than the job associated with this Form W-4. If you have concerns with providing the information asked for in Step 2(c), you may choose Step 2(b) as an alternative; if you have concerns with providing the information asked for in Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c) as an alternative.

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Are submitting this form after the beginning of the year;
2. Expect to work only part of the year;
3. Have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), or number of dependents, or changes in your deductions or credits;
4. Receive dividends, capital gains, social security, bonuses, or business income, or are subject to the Additional Medicare Tax or Net Investment Income Tax; or
5. Prefer the most accurate withholding for multiple job situations.

**TIP:** Have your most recent pay stub(s) from this year available when using the estimator to account for federal income tax that has already been withheld this year. At the beginning of next year, use the estimator again to recheck your withholding.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work. Submit a separate Form W-4 for each job.

Option (a) most accurately calculates the additional tax you need to have withheld, while option (b) does so with a little less accuracy.

Instead, if you (and your spouse) have a total of only two jobs, you may check the box in option (c). The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include other tax credits for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2025 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay each pay period, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.