

Department of Taxation and Finance Office of Real Property Tax Services Application for Corrected Tax Roll

RP-554

Part 1 – General informa	ation: To be completed in	in dupli	cate by the	applica	nt.		
Names of owners							
Mailing address of owners (number and street or PO box)			Location of property (street address)				
City, village, or post office	State ZIP code		City, town, or village Sta		State	ZIP code	
Daytime contact number	Evening contact number		Tax map number of section/block/lot: Property identification (see tax bill or assessment re		tax bill or assessment roll)		
Account number (as appears on tax bill)			Amount of taxes currently billed				
Reasons for requesting a correction to	tax roll:						
I hereby request a correction o		y, city, villa	ge, etc.)	_ for the	year(s)	·	
Signature of applicant		Date	e.				
o.g. ata o o approant							
Part 2 – To be completed documentation and record							
Section 550 under which		31	·	0 1	'	,	,
Date application received			Period of warrant f	or collection	n of taxes		
Last day for collection of taxes without interest			Recommendation				
			Approve application Deny application				
Signature of official					Date		
If approved, the County Directo							
city/town/village of of petitions filed under section		consider	the attached r	eport and	d recommenda	lion as ec	quivalent
Part 3 – For use by the ta	ax levvina bodv or offic	ial des	signated by	resolu	ıtion		:
Application approved (mark a			0 ,		(insert r	number or o	date, if applicable)
Clerical error	Error in essential fact		Unlawful	Entry [
Amount of taxes currently billed			Corrected tax				
Date notice of approval mailed to applicant			Date order transmitted to collecting officer				
Application denied (reason):							
Signature of chief executive officer, or	official designated by resolution				Date		
Signature of other executive officer, or official designated by resolution							

Instructions

General information

Where to send

Submit two copies of this application to the County Director of Real Property Tax Services (in Nassau and Tompkins Counties, submit to Chief Assessing Officer).

When to send

Submit the application only **before** the collection warrant expires.

Wholly exempt parcel

Attach statement signed by assessor or majority of board of assessors substantiating that assessor obtained proof that parcel should have been granted tax exempt status on tax roll.

Payment requirements

You may pay without interest and penalties only if:

- the application was filed with the County Director on or before the last day that taxes may be paid without interest (see Date application received in Part 2); and
- you pay the corrected tax within eight days of the date on which the notice of approval is mailed to the applicant (see Part 3).

If either of these conditions is not satisfied, interest, penalties, or both must be paid on the corrected tax.

For use by Collecting Officer:						
Order from tax levying body received on Date						
Corrected tax due	Date tax roll corrected					
Interest and penalties (if applicable)	Date tax bill corrected					
Total corrected tax due	Date application and order added to tax roll					
Date payment received						
Signature of collecting officer	Date					