



Instructions for Form RP-6704-A1 Joint Statement of School Tax Levy for the 2024-2025 Fiscal Year

Complete this form with final data used for the 2024-2025 school tax levy for each municipality in your school district. This form **must** be filed with Forms RP-6704-B1 and RP-6704-B2 (and Form RP-6704-C, if applicable) for us to process your STAR reimbursement application.

Note: If your school district already has a worksheet that shows the data requested in columns (1) through (7), you should complete items (8) through (13), write **See attached** across the blank columns, and attach a legible copy of your worksheet.

- Column 1 - This column is **only** filled if the school district uses class tax shares for municipalities in the school district pursuant to Article 1903-a of the Real Property Tax Law; if so, enter a separate line for each class - *Homestead* and *Non-Homestead* - for each municipality. In this column, enter an **H** to identify the line of data for the homestead class and an **N** to identify the line of data for non-homestead.
- Column 2 - Enter the year of the assessment roll upon which taxes are being levied for each municipality.
- Column 3 - Enter the taxable assessed value upon which the tax is levied. This is the assessed value after all school district exempt amounts have been subtracted and is the amount used to calculate each municipality's tax rate. Do **not** subtract the STAR exempt assessed values from this amount.
- Column 4 - Enter the real property tax levy used to calculate each municipality's tax rate. If your school district levies a library tax, do **not** include the amount of the library levy in this column. Do **not** subtract the amount of the levy to be reimbursed to the school district through the STAR program.
- Column 5 - Enter the tax rate per \$1,000 of assessed value determined for each municipality. If your school district levies a library tax, do **not** include the library tax rate in this amount.
- Column 6 - If your school district levies a library tax, enter the amount of the library levy apportioned to each municipality.
- Column 7 - If your school district levies a library tax, enter the library tax rate per \$1,000 of assessed value for each municipality.
- Item 8 - If your school district levies a library tax, enter the name of the library.
- Item 9 - If your school district receives any county sales tax revenue, enter the county name and amount of county sales tax revenue received (or estimated). List separately if county sales tax revenue is received from more than one county.
- Item 10 - If applicable, enter the dates that installment payments are due.
- Item 11 - Enter the date of the tax warrant.
- Item 12 - Enter the last date on which taxes may be paid before interest or penalties are incurred.
- Item 13 - The trustee or clerk of the school board must sign this form.

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