



TOWN OF MARBLEHEAD

COUNCIL ON AGING

Application for 2025 Senior Work-off Tax Abatement Program

Marcy Schwam
Chair, COA Board

Lisa J. Hooper,
Director

10 Humphrey Street
Marblehead, MA 01945

Tel: (781) 631-6225
councilonaging@marblehead.org

Full Name: _____

Date of Birth: ____/____/____

Address of Residence: _____

Street # Street Address

Home Phone: _____

Mobile Phone: _____

Email Address: _____

Eligibility Information

As of January 1, 2024, are you 60 years of age or older? _____ Yes _____ No

As of January 1, 2024, are you legally authorized to work in the U.S.? _____ Yes _____ No

Do you own the property for which you are applying for abatement? _____ Yes _____ No

Is your property in a trust? _____ Yes _____ No

(If the property is in a trust, you must be one of the trustees and a beneficiary)

Does your income exceed \$75,300.00 for a single person household, or \$102,200.00 for two-person household? _____ Yes _____ No

Are you an employee* of the Town of Marblehead? _____ Yes _____ No

**If you are an employee of the Town, the hours worked under this program must be worked in a different department and not be completed during your regularly scheduled work hours. If you are active on a board/committee, you cannot work for the same Department your board/committee represents.*

Have you worked for the Senior Tax Work-off Program before? _____ Yes _____ No

If yes, for which Department did you work? _____

Are you requesting to have a repeat placement? _____ Yes _____ No

Required Documentation (To be Submitted with Completed Application)

- Copy of Driver's License, Passport or other Personal I.D.
- Copy of your most recent Property Tax Bill for the house in which you are living.
- Completed CORI form (attached).
- Completed and Signed I-9 Form.
- A copy of your last 1040 Income Tax Return.
- *State Ethics training must be completed prior to placement.*

The Town of Marblehead is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including sex, sexual orientation, age, race, ethnicity, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Important Information

1. Volunteers may volunteer services to the Town of Marblehead Senior Citizen Tax Work Off Abatement Program a maximum of 133.5 hours, at the State minimum wage (currently \$15.00 per hour), for a maximum abatement amount of \$2,000.00.
2. Earnings are based on the number of volunteer hours worked from March 1st through October 15, 2025. The amount earned will be applied to the participant’s 2026 (February and/or May) tax bills.
3. Each accepted participant will, upon position assignment, be on a two-week probationary period, during which time, the participant’s placement may be terminated at the discretion of the Department head. Should placement be terminated, the participant’s name will be placed back into the pool of available positions and will be reassigned to a new position if a new position is available.
4. If there are more applicants than openings, acceptance will be based on both financial need and the suitability of an available placement, including but not limited to skill sets, customer service, and prior experience. If there are still more eligible applicants than openings, a lottery of individuals who meet eligibility criteria will be conducted in early February 2025.
5. Participants are considered municipal employees for tort liability purposes.
6. It is understood that earnings of participants in the Property Tax Work-Off program will be applied as an abatement to the participant’s tax bill. Money earned is considered taxable income for federal tax purposes and is not considered income or wages for state income tax withholding, unemployment compensation or workers’ compensation purposes.
7. Participants must provide their own transportation.
8. Placement is determined by matching skills with the available Town department requests. The COA Director, Town Department Head and applicant must all agree on placement. Please check all experience/ skills, either through past jobs or other volunteer experience that you have and are willing to apply to this placement:

_____ Office Work	_____ Data Entry	_____ Light Maintenance	_____ Painter
_____ Accounting	_____ Gardner	_____ Library	_____ Archivist
_____ Lunch Server	_____ Gift Shop Clerk	_____ Fitness Ctr. Monitor	_____ File Management
_____ Customer Service	_____ Other (Please Specify): _____		

9. **TOWN POLICY:** The Town of Marblehead reserves the right to discontinue the Senior Citizen Property Tax Work-off Program without prior notification and reserves the right to discontinue a participant’s participation in the Program if the Town deems the participant’s participation to be detrimental to the participant, the Program or the Town.

By signing below, you acknowledge that the information provided above is true and accurate:

Signature

Date

Applications may be submitted beginning January 2, 2025 through January 31, 2025, to the attention of:
Lisa Hooper, Director of Marblehead Council on Aging, 10 Humphrey Street, Marblehead, MA 01945

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