



Town of Topsfield

Senior Tax Work-Off Program

Overview

The Town of Topsfield Senior Tax Work-Off Program offers homeowners from Topsfield who are 60+ years the opportunity to earn an abatement on their real estate property tax bill. Paid at the rate of the Commonwealth of Massachusetts' minimum wage (\$15.00/hour starting January 1, 2023) Topsfield senior citizens may assist a Town Department (currently for 100 hours) between January 1st and October 31st to earn an abatement of up to \$1,500.

The Topsfield Town Departments participating in the program recently have included the Office of the Town Clerk, Inspectional Services, the Permitting Office, the Council on Aging, the Fire Department, and the Library. Placements are based on the qualifications and interests of the applicant and the needs of the Town Departments.

Eligibility

To be eligible, the applicant must meet the following criteria:

- Applicants must be Topsfield residents who own and occupy their home.
- If the domicile is in Trust, the applicant must be listed as a Trustee.
- Participants must be 60 years of age or older by January 1st of the fiscal year for which the tax credit will be granted.
- Acceptance into the program is subject to income guidelines and the ability to place the applicant in an available position. Applicants with the greatest financial need will receive priority in the placement process.
- In 2020, the Income Guidelines are as follows:

Household Composition	Gross Annual Income
Individual	\$49,000
Head of Household	\$62,000
Married	\$74,000

Application and Placement Process

Applications may be picked up at the Council on Aging and the Board of Selectman's Offices or downloaded from the town's website:

<http://www.topsfield-ma.gov/council-aging/pages/senior-services>

Completed applications should be submitted to the Council on Aging Director. Applicants may be invited to participate in one or more interviews during the screening process.

Senior Tax Work-Off Program Details

Upon placement, tax work-off participants shall:

- Attend a brief meeting to review policies, procedures, and guidelines.
- Submit requested personnel documents (e.g. CORI, W2, I9). Please note that participants in the Senior Tax Work-Off Program are not entitled to town benefits.
- Meet Department Head and, if different, supervisor and receive training as required.
- Establish with supervisor a mutually agreeable schedule that ensures 100 hours of work can be completed between January 1st and October 31st.
- Once work commences, maintain a neat and organized log (provided by COA) with the dates and times accurately recorded.
- After compiling 100 hours, have the Department Head verify completion with a signature on the log, which must be submitted to the COA within a week of finishing the assignment but no later than November 7th in the year the work was done.
- If fewer than 100 hours are worked, the tax abatement will be prorated.
- The abatement will be processed by the end of the calendar year and will appear on the subsequent real estate tax bill.
- Participants who do not adhere to the rules or procedures or who do not satisfactorily perform the assigned tasks may be subject to dismissal.
- A participant who is unable to continue in the program for any reason is asked to submit a letter of resignation.