Department of Housing Preservation & Development
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Tenant/Cooperator Instructions for Completing Income Affidavit

Complete the attached income affidavit and return it, plus one copy, to the managing agent by April 30, 2019. Retain a copy for your records. Please note that you still must submit your affidavit by April 30, even if you have filed for an extension of time to submit your income tax return with the IRS. In that case, estimate your income and note "estimated" on your income affidavit. File an amended affidavit once you have filed your tax return or you will be subject to the maximum surcharge.

HPD will compare the information supplied on the income affidavits with your New York State tax filing and where there is a discrepancy between your income affidavit and your tax filing, management will audit you. Failure of any tenant/shareholder to comply with the management's directive to supply official verification of tax return information from the NYS Department of Taxation will result in a 50% surcharge. If income was not properly declared and a surcharge or higher surcharge is required as a result of the audit, a penalty fee may be imposed.

Print or type all answers

STEP ONE: Complete upper left-hand section: Fill in names, address, phone number, building number, apartment number, and date.

STEP TWO: Complete appropriate information for all apartment occupants under "Household Composition". Enter name and Social Security number of every person residing in your apartment. (Enter last name first, then first name) and the type of return filed (i.e. Joint or Individual) or check the box "No Return Filed."

STEP THREE: In column headed "Gross Income", enter the annual income as shown on line 19 (N.Y State Tax Form IT 201) for each member of the household. If a joint return is filed, list income for each resident separately, so that secondary wage earner's deduction can be calculated. If no tax return was filed for 2018, list total amount of income received.

STEP FOUR: If any income was received by a full-time student twenty-one (21) years of age and over, enter the annual income under "Gross Income."

STEP FIVE: On line 7, enter the total amount of gross income of all members of household.

STEP SIX: On line 8a, enter dollar amount of "Dependent Exemptions" as shown on Line 36 (IT 201) on their N.Y. State Tax Returns for 2018.

STEP SEVEN: On line 8b, enter $1,000 per taxpayer deduction for all persons who filed a 2018 N.Y S. Tax Return and were not claimed as a dependent by another taxpayer.

STEP EIGHT: On line 9, enter amount of "Medical and Dental Expenses" as reported on Line 1 of your NYS Tax Form IT-196 "Resident Itemized Deduction Schedule" You can only claim medical and dental expenses if you itemized your deductions. Important: you must submit a copy of your IT-196 with your income affidavit or you will not receive the deduction.

STEP NINE: On line 10, enter amount of "Taxable Social Security Benefits" taken from line 15 on Form IT-201 of N.Y. State Tax Return for 2018 or total amount of Social Security benefits if a 2018 N.Y State Tax Return was not filed.

STEP TEN: On line 11, add lines 8a, 8b, 9 and 10.

STEP ELEVEN: On line 12, subtract line 11 from line 7 to obtain Adjusted Household Income.

STEP TWELVE: In the presence of a Notary Public, have each occupant over the age of 21 sign the affidavit.

STEP THIRTEEN: Return the original and one (1) copy of the completed affidavit to your managing agent and keep one copy for your records.

IMPORTANT REMINDER: Tenant/shareholders cannot accept a maximum surcharge instead of fully disclosing their household income. All adult household members must supply income information. Income affidavits will be considered incomplete if the information is not provided and tenant/shareholders will be subject to a monthly fee of $150 as well as to a maximum surcharge.

- **The Mitchell-Lama Rules, Section 3, state that failure to submit the affidavit on time or comply with an income verification audit will result in maximum surcharge of 50%. Also a non-refundable administrative fee of $50, payable to the Housing Company, will be charged if an affidavit is submitted after April 30th but before June 30th. An additional non-refundable fee of $150 per month will be charged if a fully completed affidavit is not submitted by June 30th.**

- **If, at any time after the maximum surcharges are billed, a tenant/cooperator submits an Income Affidavit, management shall remove the maximum surcharge billing effective the first day of the month following the submission of such Income Affidavit. Management shall determine the amount of the revised surcharge amount, if any, of the tenant/cooperator based on his or her submission.**