

TAX ASSESSOR  
CITY OF NEWPORT  
43 BROADWAY  
NEWPORT, RI

**Due By: March 15,  
2025**

Gross Income limits:

**1 person: \$55,620**

**2 people: \$63,540**

Dear Taxpayer,

You may have noticed that we've had some changes to the application process. This letter will hopefully explain our process and ensure that you understand what is required of you, the applicant.

Last year we asked that all applicants sign a transcript request for the Internal Revenue Service (IRS), in order to verify income. This year, the IRS will no longer mail transcripts to third parties. In an effort to streamline the process and still have verification of income, we will accept a copy of your FILED Federal Income taxes from last year (12/31/2023), **which would have been filed in early 2024.**

Only copies of actual returns can be accepted, however. We can not accept work papers in lieu of a copy of your actual filed return.

If you did not have to file your taxes, you can request a Verification of Non-filing from the IRS, which will be mailed to you directly. You can also request a transcript of your 2024 income tax form if you can't locate it. If you need either form, **please call The IRS at 1-800-908-9946 to get one. When prompted for a Customer File Number, you may use your phone number.** Once you receive *the Verification of Non-filing form or copy of your tax form*, you must provide a copy to us with your other documents by MARCH 15<sup>th</sup>, 2025. PLEASE NOTE: IT TAKES APPROXIMATELY 5-10 BUSINESS DAYS TO RECEIVE FROM THE IRS, SO PLEASE PLAN ACCORDINGLY TO ENSURE THAT YOU MEET THE MARCH 15<sup>TH</sup> DEADLINE.

It is important to note that the IRS does not include any personal information on their forms, but rather uses the first 3 letters of your first and last name, and it does not include Social Security numbers. It is also important to know that the Assessor's Office only keeps documents through our Audit Cycle, and then all supporting documentation is shredded.

**IF YOU FILED YOUR 2024 FEDERAL INCOME TAXES FOR THE YEAR ENDING 12/31/23:**

\_\_\_\_ Step 1: Fill out the Senior Form in its entirety.

\_\_\_\_ Step 2: Provide a copy of 2024 Federal Income Tax Return filed in 2024 for year ending 12/31/23

\_\_\_\_ Step 3: Provide a copy of your RI Driver's license or RI issued Identification Card.

\_\_\_\_ Step 4: Submit your (A) application, (B) Identification, and (C) copy of your Federal Income Tax Return or Transcript to the Tax Assessor's Office **NO LATER THAN MARCH 15, 2025.**

**IF YOU WERE NOT REQUIRED TO FILE YOUR 2024 FEDERAL INCOME TAXES FOR YEAR ENDING  
12/31/23:**

\_\_\_\_ Step 1: Fill out the Senior Form in its entirety.

\_\_\_\_ Step 2: Provide a copy of your 2024 Federal Income Tax Verification of Non-filing statement. \*

**\*IF YOU DON'T HAVE YOUR VERIFICATION OF NONFILING FORM, PLEASE CALL 1-800-908-9946 AND FOLLOW THE AUTOMATED PROMPTS TO GET YOUR TRANSCRIPT. You may use your phone number for your Customer File Number**

\_\_\_\_ Step 3: Provide a copy of your RI Driver's license or RI issued Identification Card

\_\_\_\_ Step 4: Submit your (A) application, (B) Identification, and (C) Verification of Non-filing Transcript to the Tax Assessor's Office **NO LATER THAN MARCH 15, 2025.**

Once we have all of your information, we will process your application.

As always, if you have any questions about this letter, the form, or any aspect of the application process, you may call us at 401-845-5363.

Thank you,

Tax Assessor's Office Staff