



**City of Belleville**  
Finance Department/Taxation  
169 Front Street Belleville, ON K8N 2Y8

Dear Taxpayer:

**Re: 2016 Application for ODSP (Ontario Disability Support Program) Property Tax Credit**

You can apply for the ODSP Property Tax Credit for 2016 by mailing or delivering the attached application to City Hall at the address noted on the application form. If you qualify, please complete the attached application form, date and sign Section 7. Remember to include the documentation referenced in Section 4.

1. Applicant must solely own and occupy this property as their principal residence.
2. Application Deadline is August 31st, 2016.
3. Applicant must be receiving ODSP benefits and must provide proof of the maximum monthly shelter allowance.
4. Applications must be made on a yearly basis.
5. Approved applicants will receive a \$300.00 credit, which the City will apply towards the September tax instalment. The applicant is able to claim the total 2016 taxes as billed on the applicant's income tax.
6. For further information please contact the City of Belleville's Taxation Department at 613-967-3243.

Susan Howard, CMTP, AMCT

Manager of Revenue and Taxation

Phone: 613-967-3241

Fax: 613-967-3206



# City of Belleville

## Application for \$300 ODSP Property Tax Credit for the year 2016

(For Tax Department use ONLY)  
ROLL NUMBER:

**Amount Year**  
**(\$300.00) 2016**

Full Name of Applicant:  
(Owner of the Property)

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Spouse's Full name  
(If Applicable)

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Applicant (Date of Birth) dd/mm/yy

Spouse's (Date of Birth) dd/mm/yy

### Municipal Address

House Number

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Street Name:

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Postal Code:

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Telephone Number:

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If you, the applicant, can answer YES to the following Questions 1 through 6, then sign (or have your agent sign) and date Section 7. This application can then be delivered in person or by mail to the Tax Department (Mailing address below) by August 31, 2016.

### Applications cannot be accepted electronically.

(Please circle your answers to the questions below.)

#	Question	YES	NO
1	Do you and your spouse (if applicable) solely own this property as your principle residence?	YES	NO
2	If you are an ODSP recipient, do you occupy this property as your principal residence?	YES	NO
3	If your spouse is an ODSP recipient, does your spouse occupy this property as his or her principal residence?	YES	NO
4	If you are the applicant or their spouse, are you receiving ODSP benefits, and if so attach required documentation. Please attach either a cheque stub or a copy of your latest direct bank deposit (DBD) statement from your most recent payment.	YES	NO
5	Are you currently receiving the maximum monthly shelter allowance?	YES	NO
6	Is this the only property for which you or your spouse (if applicable) have completed an application for the 2016 Credit?	YES	NO
7	I, the (Applicant) (Agent for the Applicant), declare that I can answer YES to Question 1 through 6 above, and I certify the above information to be true.	YES	NO

Date of Application:

Signature of Applicant

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Personal information on this form is collected under the authority of the Municipal Act 2001, SO 2001, c25 and will be used to process your ODSP Tax Credit application. Questions about the collection of this personal information should be directed to the Manager of Revenue and Taxation, Taxation Department, 169 Front Street, Belleville, ON K8N 2Y8 phone: 613-967-3243. (This form is available in alternate formate, upon request.