

## Property Tax Credit (MI-1040CR) – ADJUSTMENT or DENIAL

### RENTER'S CHECKLIST

Prior to sending additional information for review, we ask that you first verify the following information.

#### ✓ Rental Verification

	<b>If You.....</b>	<b>Information / Documents to Send When Disputing Adjustments</b>
✓	Rented Full Year	You may claim all 12 months of rent from the occupied unit. Send a signed copy of all leases as confirmation of your homestead.
✓	Rented a Portion of the Year	You may only claim the rent for the part of the year that you actually occupied the unit(s). You will need to complete Part II on page 2 of the Michigan Homestead Property Tax Credit form (MI-1040CR, lines 43-44) to determine how much rent you can claim. Send a signed copy of all leases for the year as confirmation of your homestead.
✓	Moved During the Year	See Information for <a href="#">Home Buyers and Sellers</a>

#### ✓ Verify all income was included in household income

- ❖ It is important to list ALL sources of income. Household income includes all taxable and non-taxable income. Please see the chart below to determine if some income was omitted on the original return and what information to send for documenting all sources of household income.

#### Household Income Includes But is Not Limited To The Following:

<u>Income Type</u>	<u>Supporting Documentation</u>
	(Remember to include a day time phone number with any correspondence you send)
Gifts of cash over \$300	Statement from each person who gave assistance; include the total dollar amount given for the year, name, signature, date & contact information
Rent/Bills paid on your behalf	Statement from each person who gave assistance; include the total dollar amount given for the year, name, signature, date & contact information
SSI/SSA payments	Statement from the Social Security Administration indicating amounts for yourself, your spouse and any claimed dependents

<u><b>Income Type</b></u>	<u><b>Supporting Documentation</b></u> (Remember to include a day time phone number with any correspondence you send)
Credit cards & savings account <b>Please Note:</b> this amount is not included in household income, but can be used to show how living expenses were covered	Statements from financial institution(s) indicating dates and amounts of disbursements taken for the year. Statements for the beginning, middle and end of the year.
Student Loans <b>Please Note:</b> this amount is not included in household income, but can be used to show how living expenses were covered.	Statement from financial institution/lender indicating dates and amounts of disbursements.
Student grants/scholarships	1098T
Pension benefits (including non-taxable pensions)	1099R
Railroad retirement benefits	1099R
Veteran's benefits	Letter from the regional Veteran's affairs office
Worker's compensation	1099R or W-2
FIP/DHS payments	Annual statement

See [Income & Deductible items](#) for a complete list of household income items.

✓ Did you receive Department of Human Services /Family Independence Program (DHS/FIP) benefits?

- ❖ If you received DHS/FIP benefits you must prorate your credit based on this income to total income. See MI-1040CR booklet ([link](#)).
  - If **Yes**, be sure to verify your calculations (using worksheet 5, on page 22 of the 2010 MI-1040 instruction book)
  - If **No**, continue to next topic

✓ Do you live in Service Fee/Pilot Housing?

**Service Fee/Pilot Housing** – Service Fee/Pilot (payment in lieu of taxes) Housing is a program where there is an agreement between a municipality and a rental property owner (private or public) to pay a service fee instead of property taxes. You can find out if a property is subject to Service Fee/Pilot Housing by contacting the landlord/management company. Often, the Service Fee/Pilot Housing is low income or senior citizen housing that can include apartment occupancy or the rental of a single family home.

**Yes**, complete part 3 of Michigan Homestead Property Tax Credit (MI-1040CR, lines 45-47) and verify amounts claimed on original MI-1040CR submitted.

**No**, and your adjustment letter indicates that this is the reason for the adjustment to your MI-1040CR, submit a statement from your landlord or the city Assessor/Treasurer indicating that the property is not service fee/pilot housing.

If you still disagree with the adjustment, please respond in writing, along with a copy of your property tax statements for the tax year(s) in question, a day time phone number and a copy of the adjustment message/letter you received from Treasury to:

Michigan Department of Treasury  
P.O. Box 30058  
Lansing, MI 48909

Please be advised, this review can take up to six months to complete. You will be notified in writing upon completion of the review.