

**COUNCIL POLICIES AND PROCEDURES**  
**Low Income Tax Exemption**

**Directions**

- 1) All applicable sections of this application must be completed in full.
- 2) All applications must be signed by the applicant.
- 3) All signatures must be witnessed by either one of the following:
  - a) Councillor
  - b) Justice of the Peace
  - c) Commissioner of Oaths
- 4) Applications must be received by the Municipality of the District of Guysborough on or before July 31, 2016.
- 5) **Applications must include Notice of Assessment(s) from Canada Revenue Agency(CRA) for the year 2015 for all members residing in same household, including spouse, common law partner and other person (not including students).**
- 6) Please return all applications to the following address:

**Ellen Long, Tax Revenue Clerk**  
**Municipality of the District of Guysborough**  
**PO Box 79**  
**Guysborough, NS B0H 1N0**

- 7) Previous year (2015/2016) taxes must be **paid in full**.
- 8) If a repayment schedule has previously been approved, terms of the agreement must be adhered to over the past 12 months to be eligible.
- 9) If you require further assistance please call the tax office at 902-533-3705 (extension 229)
- 10) This is an Exemption for taxes for the year 2016/2017 for property taxes only. The exemption does not apply to area(s) rates (ie: fire levies, street light levies, sewer operating etc.)
- 11) the tax exemption will be the lesser of :
  - a) Actual taxes or \$100 if total income is \$25,000 or less