

## IMPORTANT!

At the front and back of this booklet are your personalized applications for the 2023 Senior Freeze. The application, Form PTR-2, has been preprinted with some of the information that you provided last year. Use this form when applying for the 2023 Senior Freeze.

## What You Need To Know

- Use only blue or black ink when completing your application.
- Fill in the applicable ovals completely like this: ● . This will ensure that your application is scanned successfully.
- Complete all three pages and sign the application on the last page.
- Do not staple, paper clip, tape, or use any other fastening device.
- Residents of co-ops and continuing care retirement facilities must enclose a statement from their management indicating their share of property taxes. Co-op residents can also use Form PTR-2A Co-op to provide this information.
- Mobile home owners must enclose documentation of annual site fees due and paid **or** Form PTR-2B.
- Mobile home owners who enclose Form PTR-2B *must* use the amount of 2023 property taxes (site fees  $\times$  0.18) from the box at line 6 in Part III of that form to complete line 9 of Form PTR-2.
- If you met the eligibility requirements for **2023**, you **must** file this application to keep your current base year.
- If your 2023 income was over the eligibility limit but you met all other eligibility requirements, you must file this application to keep your current base year. See “Line 4 – Total 2023 Income” on page 6.
- Enter numbers within the boundaries of each box. Do not use dollar signs or dashes.

**Print or type numbers like this:**

1	2	3	4	5	6	7	8	9	0
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**Show dollar amounts like this:**

	9	,	2	4	0	.	1	7
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TOTAL 2023 INCOME

# 2023 Form PTR-2

## Senior Freeze (Property Tax Reimbursement) Application

### Instructions

#### Introduction

The Senior Freeze (Property Tax Reimbursement) program reimburses senior citizens and disabled persons for property tax increases. Because you applied for and were eligible for a 2022 Senior Freeze, you only need to show us that you met the eligibility requirements for 2023. The amount of your 2023 Senior Freeze will be the difference between the amount of property taxes that were due and paid for your base year (the first year that all eligibility requirements were met) and the amount of property taxes that were due and paid for 2023, as long as the amount paid for 2023 was greater than the base year amount. For mobile home owners, property tax means 18% of the annual site fees paid to the owner of a mobile home park.

Homeowners and mobile home owners who are receiving ANCHOR Benefits and/or Property Tax Credits or Deductions also can receive the Senior Freeze if they meet the eligibility requirements. However, the total of all property tax relief benefits that you receive for 2023 (Senior Freeze, ANCHOR Benefit, Property Tax Deduction for senior citizens/disabled persons, and Property Tax Deduction for veterans) cannot be more than the amount of 2023 property taxes (or rent/site fees constituting property taxes) paid for your residence.

**Spouse/Civil Union Partner.** Any reference in this booklet to a spouse also refers to a spouse who entered into a valid same-sex marriage in another state or foreign nation and a partner in a civil union (CU) recognized under New Jersey law.

#### Impact of State Budget

Eligibility requirements, including income limits, and benefits available under the Senior Freeze program are subject to change by the State Budget.

Any changes to the eligibility requirements and benefit amounts for 2023 will not be finalized until the completion of the State Budget that must be

adopted by July 1, 2024. This means that the requirements, including the income limits, that are listed under “Eligibility Requirements” in these instructions may be changed by the State Budget.

For updated information on any budgetary changes to this program, check the Division of Taxation’s website at [nj.gov/treasury/taxation/ptr](http://nj.gov/treasury/taxation/ptr) or call 1 (800) 323-4400.

#### Eligibility Requirements

To qualify for the 2023 Senior Freeze, you must meet all of the following requirements. (Also see “Impact of State Budget” above.)

- You must have been age 65 or older OR actually receiving federal Social Security disability benefit payments on or before December 31, 2023. You do **not** qualify if you (or your spouse) were receiving those benefits on behalf of someone else; **and**
- On December 31, 2023, you still owned and lived in the home for which you applied and were eligible for the 2022 Senior Freeze; **and**
- You must have paid the **full amount** of 2023 property taxes due on your home by June 1, 2024; **and**
- Your total 2023 income must have been \$163,050 or less (combined income if your status at line 1 is married/CU couple, and you lived in the same household).

Beginning with 2023, there is a one-time exception that allows applicants whose income is over the income limit, but who met all other requirements, to maintain their base year as long as they file the 2023 Form PTR-2. You will not receive a 2023 reimbursement. However, if you file this application, you will receive an application for 2024 that allows you to resume your eligibility with no change to your base year as long as you meet all the 2024 eligibility requirements, including the income requirement.

## 2023 Form PTR-2 Instructions

You **cannot** apply for a Senior Freeze for a:

- Vacation home or “second home”; **or**
- Property that you rent to someone else; **or**
- Property that consists of more than four units; **or**
- Property with four units or less that contains more than one commercial unit.

You also **cannot** apply if you:

- Received a 100% exemption from paying property taxes as a totally and permanently disabled veteran;
- Made P.I.L.O.T. (Payments-in-Lieu-of-Tax) payments to your municipality. These payments are not considered property taxes.

**Life Estate (Life Tenancy).** You are considered the owner of the property if you have life estate rights or hold a lease for 99 years or more. You must include with your application a copy of an official document (e.g., deed, lease) establishing your right to occupy the property.

### **Reminder**

The ANCHOR Benefit and Senior Freeze (Property Tax Reimbursement) programs are separate programs, and separate applications must be filed every year for each program.

## **Income Standards**

With very few exceptions, **ALL INCOME** that you received during the year, including income that you are not required to report on your New Jersey Income Tax return, must be taken into account to determine eligibility for the Senior Freeze. Income limits for eligibility are subject to adjustment annually.

If you have a loss in one category of income, you can apply it against income in the same category. However, if you have a net loss in one category of income, you **cannot** apply it against income or gains in a different category. In the case of a net loss in any category, leave that line blank.

## **Examples of possible sources of income (gross amounts unless otherwise noted):**

- Social Security Benefits (including Medicare Part B premiums) paid to or on behalf of the applicant;
- Pension and Retirement Benefits (including annuity or IRA distributions and benefit payments from foreign countries);
- Salaries, Wages, Bonuses, Commissions, and Fees;
- Unemployment Benefits;
- Disability Benefits, whether public or private (including veterans’ and black lung benefits);
- Interest (taxable and exempt);
- Dividends;
- Capital Gains;
- Net Rental Income;
- Net Profits From Business;
- Net Distributive Share of Partnership Income;
- Net Pro Rata Share of S Corporation Income;
- Support Payments;
- Inheritances;
- Royalties;
- Fair Market Value of Prizes and Awards;
- Gambling and Lottery Winnings (including New Jersey Lottery);
- Bequests and Death Benefits;
- All Other Income.

## **Sources of income that should NOT be taken into account to determine eligibility:**

- Middle-Class Tax Rebates;
- Paycheck Protection Program (PPP) loan amounts forgiven through the federal CARES Act or federal Paycheck Protection Program;
- Economic Impact Payments (stimulus payments);
- Reparation or restitution payments to victims of National Socialist (Nazi) persecution; returns of property (tangible or intangible) seized, lost, or misappropriated as a result of Nazi actions or policies and any cash values in replacement of such property; payments of insurance policies purchased by victims of Nazi persecution; and any accumulated or accrued interest on such;

- Benefit amounts received under the New Jersey State Lifeline Credit Program/Tenants Lifeline Assistance Program;
- Benefits received as either New Jersey ANCHOR, Homestead, FAIR, or SAVER rebates;
- Senior Freeze (Property Tax Reimbursement) benefits;
- Capital gains on the sale of a principal residence (main home) of up to \$250,000 if single, and up to \$500,000 if married/CU couple. Capital gains in excess of the allowable exclusion must be included in income. (Capital gains and the exclusion of all or part of the gain on the sale of a main home are calculated in the same manner for both federal and State Income Tax purposes.);
- Stipends from the Volunteers in Service to America (VISTA), Foster Grandparents, and Workforce 55+ programs; and programs under Title V of the Older Americans Act of 1965;
- Proceeds received from a spouse's life insurance policy;
- Proceeds received by the beneficiary of a Special Needs Trust;
- Proceeds received from viatical settlements;
- Agent Orange payments;
- Reparation payments to Japanese Americans by the federal government pursuant to sections 105 and 106 of the Civil Liberties Act of 1988, P.L. 100-383 (50 U.S.C. App. 1989b-4 and 1989b-5);
- Rewards involving health care fraud or abuse that apply to N.J.A.C. 10:49-13.4;
- Rollovers from one financial instrument (pension, annuity, IRA, insurance contract, or other retirement benefit) to another financial instrument;
- Tax-free exchanges of a policy or contract handled between two insurance companies;
- Insurance policyholder's original contributions if demutualization of the policy occurs;
- Income Tax refunds (New Jersey, federal, and other jurisdictions).

## Filing Requirements

### How to File

Eligible applicants can file the 2023 Senior Freeze application (Form PTR-2) online at [nj.gov/treasury/taxation/ptr](https://nj.gov/treasury/taxation/ptr) or by paper, using the form in this booklet.

### Due Date October 31, 2024

Applications must be filed on or before October 31, 2024. Online applications must be filed by 11:59 p.m., October 31, 2024. Paper applications postmarked on or before the due date are considered to be filed on time. Applications postmarked after the due date are considered to be filed late.

## Proof of Payment

### Homeowners

Homeowners who are not residents of co-ops or continuing care retirement facilities are not required to submit proof of the amount of property taxes due and paid, but may be asked to provide documentation at a later time.

If you choose to provide proof with your application, you can submit the following:

1. **Property tax bills** for 2023, **along with**
2. **Proof of the amount of property taxes paid**, which can be either:
  - a. Copies of cancelled checks or receipts for 2023 showing the amount of property taxes paid; or
  - b. A copy of Form 1098 for 2023 that you received from your mortgage company showing the amount of property taxes that were paid out of your escrow account.

**Verification Form.** In place of 1 and 2 above, homeowners who provide proof can submit a completed Form PTR-2A, which is included in this booklet. Form PTR-2A also is available on the Division of Taxation's website at [nj.gov/treasury/taxation/ptr/printform.shtml](https://nj.gov/treasury/taxation/ptr/printform.shtml).

## 2023 Form PTR-2 Instructions

**Note:** If you use Form PTR-2A, you must have your local tax collector complete and certify Part II as to the amount of property taxes due and paid for 2023. Enclose the completed verification form with Form PTR-2.

**Co-ops and continuing care retirement facilities.** Residents of cooperative dwelling units and continuing care retirement facilities must get a statement from their management indicating their share of property taxes paid for the residential unit they occupy and submit the statement with Form PTR-2. Co-op residents can also use form PTR-2A Co-op to provide this information. The form is available on the Division's website at [nj.gov/treasury/taxation/ptr/printform.shtml](http://nj.gov/treasury/taxation/ptr/printform.shtml). Form PTR-2A Co-op must be certified by the co-op manager and submitted with Form PTR-2.

**Multiple owners (if property is owned by more than one person, other than husband and wife or civil union partners).** If title to the property is held by the eligible applicant with others as tenants in common or joint tenants (except in the case of a husband and wife or civil union partners), the applicant is only eligible for the proportionate share of the Senior Freeze that reflects their percentage of ownership. This is true even if the other owner(s) did not live there. The shares of ownership of the property are considered to be held equally by all owners. If the shares of ownership are not equal, the applicant must provide documentation as to the percentage of ownership.

**Multiple units (if property consists of more than one unit).** If the property consists of more than one unit, the applicant is only eligible for the proportionate share of the Senior Freeze that reflects the percentage of the property used as their main home.

### Mobile Home Owners

1. **A copy of the contract(s) or agreement(s)** for 2023 from the mobile home park showing the amount of your site fees, **along with**
2. **Proof of the amount of site fees paid**, which can be either:

- a. Copies of cancelled checks or receipts for 2023 showing the amount of site fees paid; or
- b. A signed statement from the mobile home park management showing the amount of site fees paid for 2023.

**Verification Form.** In place of 1 and 2 above, mobile home owners can provide a completed Form PTR-2B, which is included in this booklet. Form PTR-2B also is available on the Division of Taxation's website at [nj.gov/treasury/taxation/ptr/printform.shtml](http://nj.gov/treasury/taxation/ptr/printform.shtml).

**Note:** **If you use Form PTR-2B, you must have the owner or manager of the mobile home park complete and certify Part II as to the amount of mobile home park site fees due and paid for 2023. Enclose the completed verification form with Form PTR-2.**

## Deceased Residents

If a person met all the eligibility requirements for 2023 but died after 12:01 a.m. on December 31, 2023, and before filing an application, Form PTR-2 should be filed by the surviving spouse or personal representative (executor or administrator of an estate or anyone who is in charge of the decedent's personal property).

### Marital/Civil Union Status

Indicate on line 1 the marital/civil union status of the applicant(s) on December 31, 2023. (See "Line 1 – 2023 Marital/Civil Union Status" on page 6.)

### Name and Address

- **Married/CU Couple (joint application):** Write the name of the surviving spouse in the name field if it is not already preprinted on the application. Print "Deceased" and the date of death above the decedent's name.
- **Single:** Write the decedent's name in the name field if it is not already preprinted on the application and the personal representative's name and address in the remaining space. Print "Deceased" and the date of death above the decedent's name.



**Signatures**

- *Personal representative:* If a personal representative has been appointed, that person must sign the application in their official capacity. The surviving spouse must also sign if it is a joint application.
- *No personal representative – joint application:* If no personal representative has been appointed, the surviving spouse signs the application and writes “Filing as Surviving Spouse” or “Filing as Surviving Civil Union Partner” in the signature section.
- *No personal representative – single application:* If no personal representative has been appointed and there is no surviving spouse, the person in charge of the decedent’s property must file and sign the application as “personal representative.”

When a spouse dies prior to December 31, 2023, the surviving spouse must meet all the eligibility requirements for 2023 themselves to receive the Senior Freeze. The marital/civil union status of the survivor who was unmarried or not a partner in a civil union on December 31, 2023, is “Single.” In that case, print “Deceased” and the date of death above the decedent’s name, and write “Filing as Surviving Spouse” or “Filing as Surviving Civil Union Partner” in the signature section.

**Check the box above the signature line and enclose a copy of the decedent’s death certificate to have the check issued to the decedent’s surviving spouse or estate.**

**Senior Freeze Checks**

Checks will be mailed to qualified applicants as follows:

<b>If you applied</b>	<b>Your check will be issued on or before</b>
Before May 1, 2024	July 15, 2024
Between May 1 – June 1, 2024	Sept. 1, 2024
Between June 2 – Sept. 1, 2024	Nov. 1, 2024
Between Sept. 2 – Oct. 31, 2024	Dec. 1, 2024

**NOTE:** Eligibility requirements, including income limits, and benefits available under this program are subject to change by the State Budget. Check the Division of Taxation’s website at [nj.gov/treasury/taxation/ptr](http://nj.gov/treasury/taxation/ptr) or call 1 (800) 323-4400 for updated information. (See “Impact of State Budget” on page 1.)

Under New Jersey law, if you receive a Senior Freeze that is larger than the amount for which you are eligible, you must repay any excess you received. The amount you owe can be deducted from your Senior Freeze, Income Tax refund or credit, or ANCHOR benefit before a payment is issued.

**Privacy Act Notification**

The federal Privacy Act of 1974 requires an agency requesting information from individuals to inform them why the request is being made and how the information is being used.

The Division of Taxation uses your Social Security number primarily to account for and give credit for tax payments. We also use Social Security numbers in the administration and enforcement of all tax laws for which we are responsible. In addition, the Division is required by law to forward an annual list to the Administrative Office of the Courts containing the names, addresses, and Social Security numbers of individuals who file a New Jersey tax return or property tax benefit application. This list will be used to avoid duplication of names on jury lists.

**Completing the Application**

**Name and Address**

Your name and mailing address are preprinted on your PTR-2 application. If your mailing address is incorrect, draw a line through it and enter the correct information. Your check and next year’s application will be sent to the address you provide.

**Social Security Number**

If your marital/CU status as of December 31, 2023, was single, you must enter your Social Security number in the space provided on the application,

## 2023 Form PTR-2 Instructions

one digit in each box. To protect your privacy, your Social Security number is not printed on the form. If your status as of December 31, 2023, was married/CU couple, you must report both applicants' numbers in the order in which the names are listed on the application. If you were married or in a civil union but living apart from your spouse, and you did not have access to or receive support from your spouse's income, you are considered "Single" for purposes of this program. Enter only your Social Security number on the application.

### Line 1 – 2023 Marital/Civil Union Status

Indicate your marital/civil union status on December 31, 2023. Fill in only one oval (●). If you were married or in a civil union but living apart from your spouse, and you did not have access to or receive support from your spouse's income, you are considered "Single" for purposes of this program.

### Line 2 – Age/Disability Status

Fill in the oval (●) to indicate your status as of December 31, 2023, as follows:

**Line 2a.** Indicate whether you were 65 or older on December 31, 2023. Fill in the appropriate oval to the right of "Yourself." If your marital/civil union status was married/CU couple, fill in the appropriate oval to the right of "Spouse/CU Partner."

**Line 2b.** Indicate whether you were actually receiving federal Social Security disability benefit payments on or before December 31, 2023. Fill in the appropriate oval to the right of "Yourself." If your marital/civil union status was married/CU couple, fill in the appropriate oval to the right of "Spouse/CU Partner."

Applicant(s) must meet the age or disability requirements for 2023 to be eligible. File the application **only** if you or your spouse met the requirements.

### Line 3 – Residency Requirement

If on December 31, 2023, you still owned and lived in the home for which you applied and were eligible for the 2022 Senior Freeze, fill in the "Yes"

oval (●). If "No," **you are not eligible, and you should not file this application.**

### Line 4 – Total 2023 Income

Review "Income Categories" below before entering your income amounts on lines a through q. For a list of sources of income that you are not required to take into account to determine income eligibility, see page 2.

List all the income you received in 2023. Add the amounts on lines a through q and enter the result on line 4. If you were married or in a civil union as of December 31, 2023, and living in the same household, you must combine your income with your spouse's income. If your spouse died during 2023 and your status on December 31, 2023, was "Single," list only the income you yourself received (do not include your deceased spouse's income). Joint income must be apportioned to reflect the amount you received.

**2023 Income Eligibility.** If your total 2023 income on line 4 was \$163,050 or less, you met the income eligibility requirement for 2023. Continue completing the application with line 5.

If the amount on line 4 is over \$163,050, you do not meet the income requirement for 2023 and are not eligible for a 2023 reimbursement. However, if you met all other eligibility requirements, file this application to use the one-time exception to maintain your base year. You will not receive a reimbursement for 2023, but you will receive an application for 2024 that allows you to resume your eligibility with no change to your base year as long as you meet all the 2024 eligibility requirements, including the income requirement.

### Income Categories

With very few exceptions, **ALL INCOME** that you received during the year, including income that you are not required to report on your New Jersey Income Tax return, must be taken into account to determine eligibility for the Senior Freeze. In most cases, you must report on your application the total (gross) amount of income you received, whether taxable or nontaxable.

If you have a loss in one category of income, it can be applied against income in the same category. However, if you have a net loss in one category of income, it **cannot** be applied against income or gains in another category. In the case of a net loss in any category, leave that line blank.

Enter dollars and cents in the fields as shown:

a. Social Security Benefits....

**Line A**

Enter the total amount of Social Security or Railroad Retirement benefits (including Medicare Part B premiums) from Box 5 of Form SSA-1099 or Form RRB-1099.

**Line B**

Enter the total amount (after adjustments below) of pension and annuity payments, including IRA withdrawals, that you reported on line 20a, Taxable pension, annuity, and IRA distributions/withdrawals, of your 2023 New Jersey resident Income Tax return, Form NJ-1040. If you are required to file a 2023 Form NJ-1040, you must complete line 20a before you complete your PTR-2 application.

If you are not required to file a 2023 Form NJ-1040, you must calculate the amount you would have reported on line 20a if you did file the return. For your convenience, a copy of the instructions for completing line 20a of Form NJ-1040 has been included in this booklet as Appendix A.

**Adjustments.** For purposes of this program, you **must** make adjustments to the line 20a amount as follows:

1. *Add* any amounts received as U.S. military pension or survivor’s benefit payments.
2. *Add* any amounts received as a total and permanent disability pension **before you reached age 65. Note:** Once you reach age 65, you must include any payments you receive from a disability pension in the line 20a amount.
3. *Add* the portion of any distribution from a Roth IRA you received that you would have reported if it were a traditional IRA. (See Appendix A.)

Do not include income from a direct rollover to another financial instrument, a tax-free exchange of a policy or contract between two insurance

companies, or a conversion from an existing traditional IRA to a Roth IRA.

**Line C**

Enter the total amount of wages, salaries, tips, and other compensation you received from all employment both inside and outside New Jersey as shown in Box 1 of Form W-2. Also include the total amount you received from fees, commissions, bonuses, and any other payments received for services performed both inside and outside New Jersey that are not already listed. Include all payments you received whether in cash, benefits, or property.

**Line D**

Enter the total amount of unemployment benefits you received as shown in Box 1 of Form 1099-G.

If you received family leave insurance benefits, enter the total amount shown in Box 1 of the Form 1099-G you received for those payments.

**Line E**

Enter the total amount of disability benefits you received, including veterans’ and black lung benefits.

**Do not include on this line** Social Security disability benefits or payments from a disability pension. Enter Social Security disability benefits on line a, and payments from a disability pension on line b.

**Line F**

Enter the total amount of interest you received from sources both inside and outside New Jersey. All interest, whether taxable or tax-exempt, must be included. If you incurred a penalty by making a withdrawal from a certificate of deposit or other time-deposit account early, you can subtract this penalty from your total interest.

**Line G**

Enter the total amount of dividends you received from investments (e.g., from stocks, mutual funds) or other income-producing activities that do not constitute a trade or business. The total amount of dividends received, regardless of where earned, must be reported.

**Line H**

Enter the total amount of capital gains you received from the sale, exchange, or other



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disposition of property. This includes all gains or income derived from the sale of real property (e.g., house, condominium unit, parcel of land) and personal property whether tangible (e.g., car, jewelry, furniture) or intangible (e.g., stocks, bonds, mutual funds). All gains, whether taxable or nontaxable, must be reported.

Capital gains on the sale of a main home of up to \$250,000 for a single person or up to \$500,000 for a married/civil union couple that are excluded from Income Tax for federal and New Jersey purposes can be excluded. Capital gains in excess of the allowable exclusion must be reported.

### Line I

Enter the net amount (after expenses) of rental income you received.

### Line J

Enter the net amount of income (profits) from your business, trade, or profession whether carried on inside or outside New Jersey.

### Line K

Enter the net amount of your distributive share of partnership income, whether or not the income was actually distributed.

### Line L

Enter the amount of your net pro rata share of S corporation income, whether or not the income was actually distributed.

### Line M

Enter the court-ordered alimony and separate maintenance payments you received. Do not include payments received for child support.

### Line N

Enter the total amount you received as an inheritance (whether received in the form of cash or property) except for transfers of property or assets from a deceased spouse to a surviving spouse. You must also report any income you received as a beneficiary of an estate or trust.

Also include on this line the total value of any property or assets you received as a gift or bequest and amounts paid as death benefits. In addition, you must report life insurance proceeds payable by reason of death, except for payments to the spouse of the deceased.

### Line O

Enter the total amount of income you received from royalties.

### Line P

Enter the total amount of gambling and lottery winnings you received, including all New Jersey Lottery winnings.

### Line Q

Enter the total amount of any other income you received for which a place has not been provided elsewhere on the application. Income from sources both legal and illegal must be included.

## Principal Residence (Main Home) (Lines 5–8)

### Line 5 – Status

Fill in the oval (●) to indicate whether you are a “Homeowner” or “Mobile Home Owner.” Fill in only one oval.

### Line 6 – Block and Lot Numbers

Homeowners, enter the Block and Lot Numbers of your residence. Include qualifier if applicable (condominiums only). You can get this information from your current property tax bill or from your local tax collector.

Enter the Block and Lot Numbers in the boxes like this:

**Example:** Block 3105.62 Lot 14.3

Block 

	3	1	0	5
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 . 

6	2		
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Lot 

			1	4
--	--	--	---	---

 . 

3			
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**Mobile Home Owners will not have a block or lot number.**

### Line 7a – Multiple Owners

**Homeowners.** Check “Yes” only if you owned the property that was your main home with someone who was not your spouse — even if the other owner(s) did not live there. For example, you and your sister owned the home you lived in. If you (and your spouse) were the sole owner(s), check “No.”

**Mobile Home Owners.** If you occupied your mobile home with someone who was not your spouse

and shared site fees with them, check “Yes.” If you (and your spouse) were the sole occupant(s), check “No.”

**Line 7b – Percentage of Ownership**

**Homeowners.** If you answered “Yes” at line 7a, enter the share (percentage) of the property you (and your spouse) owned.

**Example:** You and your spouse owned a home with your sister. Your sister did not live with you, and you and your spouse paid all the property taxes. You must enter 50% on line 7b of your application because you and your spouse owned only one-half (50%) of the property. If your sister also is eligible, she must file a separate application.

**Mobile Home Owners.** If you answered “Yes” at line 7a, enter the share (percentage) of site fees that you (and your spouse) paid.

**Line 8a – Multi-Unit Properties**

Check “Yes” if your main home was a unit in a multi-unit property that you owned. For example, you owned a property consisting of four residential units and you occupied one of the units as your main home. If the property is not a multi-unit property, check “No.”

“Unit of residential property” means a single, separate dwelling unit that includes complete, independent living facilities for one or more persons. This unit must contain permanent provisions for living, sleeping, eating, cooking, and sanitation, with access to a separate kitchen and bathroom.

**NOTE: Residents of condominium complexes, co-ops, and continuing care retirement facilities are not considered to be living in multi-unit properties and should check “No.”**

**Line 8b – Percentage of Occupancy**

If you answered “Yes” at line 8a, enter the share (percentage) of the property that you (and your spouse) used as your main home.

**Example:** You owned a four-unit property. The units are equal in size, and one of the units was your main home. You occupied one-fourth (25%)

of the property as your main home. Enter 25% at line 8b.

**NOTE:**

- **If the property you owned consists of more than four units, you do not qualify for the Senior Freeze, even if one of the units was your main home.**
- **If the property you owned contains more than one commercial unit, you do not qualify for the Senior Freeze, even if it also includes a residential unit you used as your main home.**

**Property Taxes (Lines 9–10)**

**Line 9 – 2023 Property Taxes**

**Homeowners**

Check the box if the property spans more than one lot or is located in more than one municipality, or if you paid property taxes on any other nearby unoccupied lots that you use for residential purposes (e.g., empty lot used as a yard, a lot with a garage or parking space). Include taxes assessed and paid on the additional lots on line 9.

Enter your total 2023 property taxes due and paid on your main home in New Jersey. (If you received a senior citizen’s deduction, veteran’s deduction, and/or Regional Efficiency Aid Program (REAP) credit, enter the amount of property taxes actually due and paid before the deduction(s) and/or credit(s) were subtracted.)

*If you enclose Form PTR-2A, you must enter on line 9 the amount of 2023 property taxes from the box at line 5 in Part II.*

Enter dollars and cents, one digit in each box. Do not use dollar signs or dashes. You must have paid the full amount of property taxes due by June 1, 2024, to be eligible.

**NOTE:**

- **If you (or your spouse) are a totally and permanently disabled veteran who received a 100% exemption from local property taxes in 2023, you are not eligible for a Senior Freeze, even if a portion of the property was rented to a tenant and property taxes were paid on the rented portion.**

## 2023 Form PTR-2 Instructions

- **If you made P.I.L.O.T. (Payments-in-Lieu-of-Tax) payments to your municipality during 2023, these payments are not considered property taxes for purposes of this program.**

**Residents of cooperative dwelling units and continuing care retirement facilities** must get a statement from their management indicating their share of property taxes paid for the residential unit they occupy. Co-op residents can also submit Form PTR-2A Co-op that has been certified by the co-op manager.

**Multiple Owners.** If you owned your home with someone who was not your spouse, enter the proportionate share of the property taxes for your percentage of ownership listed at line 7b. The shares of ownership of the property are considered to be held equally by all owners. If the shares of ownership are not equal, enclose a copy of your deed or other documentation with your application showing your percentage of ownership.

**Example:** You and your sister (who lives in another state) are co-owners of a home on which you pay all the property taxes. If the 2023 property taxes totaled \$6,000, you must indicate at line 7b that you owned 50% of the property, and you must enter \$3,000 on line 9 ( $\$6,000 \times 50\%$ ). You are only eligible for a proportionate share of the Senior Freeze based on your percentage of ownership in the property. Your sister is not eligible for a Senior Freeze for this home because she does not live there.

**Multiple Units.** If your main home was a unit in a multi-unit property that you owned, enter the proportionate share of property taxes for the unit you occupied as your main home.

**Example:** You own a four-unit property. If the 2023 property taxes for the entire property totaled \$4,000 and you indicated at line 8b that you occupied 25% of the property (one unit), you must enter \$1,000 on line 9 ( $\$4,000 \times 25\%$ ). You are only eligible for a proportionate share of the Senior Freeze based on the portion of the property that you occupied as your main home, even if you paid all of the property taxes.

**Multi-Unit Property With Multiple Owners.** If you answered "Yes" at both lines 7a and 8a, use the

percentage of occupancy you entered at line 8b to calculate your proportionate share of property taxes.

### Mobile Home Owners

Enter your 2023 property taxes due and paid on your main home in New Jersey on line 9. (For mobile home owners, property taxes are 18% of the annual site fees due and paid to the owner of the mobile home park.) If you lived with someone who was not your spouse and shared the site fees with them, use the percentage you entered on line 7b to calculate the proportionate share of the site fees paid by you (and your spouse). Multiply the amount of site fees by 18% (0.18) and enter the result in the boxes at line 9.

*If you enclose Form PTR-2B, you must enter on line 9 the amount of 2023 property taxes from the box at line 6 in Part III.*

Enter dollars and cents, one digit in each box. Do not use dollar signs or dashes. You must have paid the full amount of site fees due by December 31, 2023, to be eligible for the Senior Freeze.

### Line 10 – Base Year Property Taxes

The amount of your base year property taxes is preprinted on your PTR-2 application. If the amount is incorrect, draw a line through it and enter the correct amount in the space to the left of the boxes at line 10, Form PTR-2. If you make a change to the base year property tax amount, enclose an explanation with your application.

**Note:** If your property had an added assessment in 2023, the Division will need to adjust the amount of your base year property taxes to also reflect the value of the added assessment. **This will reduce the amount of your reimbursement.**

### IMPORTANT

**Residents of co-ops and continuing care retirement communities and mobile home owners must enclose verification of 2023 property taxes or mobile home park site fees due and paid with Form PTR-2. See page 3 for acceptable forms of proof.**

## Reimbursement Amount

### Line 11

Subtract line 10 from line 9 and enter the result on line 11. Enter dollars and cents, one digit in each box. Do not use dollar signs or dashes. This is the amount of your 2023 Senior Freeze. If the amount on line 11 is zero or less, **you are not eligible, and you should not file this application.**

The total amount of all property tax relief benefits that you receive for 2023 (Senior Freeze, ANCHOR Benefit, Property Tax Deduction for senior citizens/disabled persons, and Property Tax Deduction for veterans) cannot be more than the total amount of property taxes or rent/site fees constituting property taxes paid for 2023 on your main home in New Jersey. (For this purpose, 18% of rent/site fees paid during the year is considered property taxes.) This limitation may affect the amount of your Senior Freeze.

**NOTE: Eligibility requirements, including income limits, and benefits available under this program are subject to change by the State Budget. Check the Division of Taxation’s website at [nj.gov/treasury/taxation/ptr](http://nj.gov/treasury/taxation/ptr) or call 1 (800) 323-4400 for updated information. (See “Impact of State Budget” on page 1.)**

Under New Jersey law, if you receive a Senior Freeze that is larger than the amount for which you are eligible, you must repay any excess you received. The amount you owe can be deducted from your Senior Freeze, Income Tax refund or credit, or ANCHOR Benefit before a payment is issued.

## Signatures

Sign and date your application in blue or black ink. If your 2023 marital/civil union status is married/CU couple, both of you must sign the application. The signatures on the application you file must be original; photocopied signatures are not acceptable. We cannot process an application without the proper signature(s) and will return it to you. This can delay your check.

**Daytime Phone Number and/or Email Address.** Providing your daytime phone number and/or email address may help us process your

application if we have questions. If you are filing a joint application, you can enter either your or your spouse’s daytime phone number and/or email address.

**Tax Preparers.** Anyone who prepares an application for a fee must sign the application as a “Paid Preparer” and enter their Social Security number or federal preparer tax identification number. Include the company or corporation name and federal identification number, if applicable. A tax preparer who fails to sign the application or provide a tax identification number may incur a \$25 penalty for each omission. Someone who prepares your application but does not charge you should not sign your application.

## Remember to Enclose the Following-

### Homeowners

#### Proof of Payment (Required Only for Co-ops and Continuing Care Retirement Facilities)

- Statement from management indicating your share of property taxes
- or
- Verification Form PTR-2A Co-op (co-ops only).

### Proof of Ownership

- A copy of your deed or other documentation showing your percentage of ownership if required.

### Mobile Home Owners

#### Proof of Payment

- Copy of the contract(s) or agreement(s) for 2023 from the mobile home park showing the amount of your site fees; **and**
  - Copies of cancelled checks or receipts for 2023 showing the amount of annual site fees paid; **or**
  - A signed statement from the mobile home park management showing the amount of site fees paid for 2023.

or

- Verification Form PTR-2B.



## 2023 Form PTR-2 Instructions

### Where to Send Your Application

When you have completed and signed your application, use the envelope provided in the booklet to mail the application and proof of property taxes (or mobile home park site fees) due and paid to:

NJ Division of Taxation  
Revenue Processing Center  
Senior Freeze (PTR)  
PO Box 635  
Trenton, NJ 08646-0635

For information or help in completing your application, call the Senior Freeze Hotline at 1 (800) 882-6597 to speak to a Division of Taxation representative.

### Important Points to Remember

1. Complete the entire application. Provide full information for **2023**.
2. You must meet the eligibility requirements for **2023 to receive a reimbursement**. See “Eligibility Requirements” on page 1.
3. If you are a resident of a co-op or continuing care retirement community, enclose a statement from your management indicating your share of property taxes paid for the residential unit you occupy. Co-op residents can also submit Form PTR-2A Co-op that has been certified by the co-op manager. If you are a mobile home owner, enclose proof of **2023** site fees due and paid **or** Form PTR-2B.
4. File your application on or before **October 31, 2024**.
5. If you met the eligibility requirements for **2023**, you **must** file this application to keep your current base year.
6. If your 2023 income was over the eligibility limit but you met all other eligibility requirements, you **must** file this application to keep your current base year. See “Eligibility Requirements” on page 1.
7. Eligibility requirements, including income limits, and benefits available under this program are subject to change by the State Budget. (See “Impact of State Budget” on page 1.)

### **Caution!!!**

**This is not an application for an ANCHOR Benefit. You must file a separate application to apply for an ANCHOR Benefit.**

**Appendix A**  
**2023 Form NJ-1040 Instructions**

**Line 20a – Taxable pension, annuity, and IRA distributions/withdrawals**

Retirement income such as pensions, annuities, and certain IRA withdrawals is taxable in New Jersey. The New Jersey taxable amount may be different from the federal amount. Enter the taxable portion on line 20a.

Common types of taxable retirement income:

- Pensions from the private sector;
- Federal, state, and local government, and teachers' pensions;
- Keogh plan distributions;
- 401(k) plan distributions;
- Early retirement benefits;
- Amounts reported as pension on Schedule NJK-1, Partnership Return Form NJ-1065;
- Civil Service pensions and annuities, even if based on credit for military service. These are received from the U.S. Office of Personnel Management.

Common types of nontaxable retirement income (do not report on this return):

- Social Security benefits;
- Railroad Retirement benefits;
- Public or private disability pension benefits until the year you turn 65. Beginning with the year you turn 65, the benefits are treated as ordinary pension income;
- U.S. Military pensions and survivor's benefit payments (Most are received from the U.S. Department of Finance and Accounting Service.)

**Part-Year Residents.** Include only the taxable amounts you received while you were a resident of New Jersey.

**Types of Retirement Plans**

Retirement plans are either noncontributory or contributory.

**Noncontributory.** You made no contributions to your plan. Amounts you receive from these plans are fully taxable. Enter the amount from your 1099-R on line 20a.

**Contributory (Other Than IRAs).** You made contributions to your plan. Contributions are usually made through payroll deductions and, in general, are taxed when they are made. Contributions made to a retirement plan (other than a 401(k) plan) prior to moving to New Jersey are considered to have been previously taxed. These plans also may include employer contributions and earnings, which have not been taxed.

Since you have already been taxed on your contributions, you must determine which portion of your distribution is taxable and which is excludable. There are two methods of calculating the taxable and excludable amounts: Three-Year Rule Method and General Rule Method. To determine which method to use, complete Worksheet A the year you begin receiving pension and annuity payments.

**Note:** If you received a distribution from a 401(k) plan, do not complete Worksheet A. See the section on 401(k) plans. If you made a withdrawal from an IRA, do not complete Worksheet A or B. Instead, complete Worksheet C. See the section on IRAs.

**Three-Year Rule Method.** Use this method if you will recover all your contributions within 36 months from the date you receive your first payment from the plan, and both you and your employer contributed to the plan.

Do not report pension and annuity payments as income on line 20a until you have recovered all of your contributions. Instead, report these amounts on line 20b. Once you have recovered your contributions, the payments you receive are fully taxable and must be reported on line 20a.

**Worksheet A**  
**Which Pension Method to Use**

1. Amount of pension you will receive during the first three years (36 months) from the date of the first payment ..... 1. \_\_\_\_\_

2. Your contributions to the plan ..... 2. \_\_\_\_\_

3. Subtract line 2 from line 1 ..... 3. \_\_\_\_\_

(a) If line 3 is "0" or more, *and* both you and your employer contributed to the plan, you can use the **Three-Year Rule Method**.

(b) If line 3 is less than "0," or your employer did not contribute to the plan, you must use the **General Rule Method**.

**(Keep for your records)**

**Appendix A**  
**2023 Form NJ-1040 Instructions**

**Worksheet B**  
**General Rule Method**

- |                                                                                                    |            |
|----------------------------------------------------------------------------------------------------|------------|
| 1. Your previously taxed contributions to the plan .....                                           | 1. _____   |
| 2. Expected return on contract* .....                                                              | 2. _____   |
| 3. Percentage excludable (Divide line 1 by line 2) .....                                           | 3. _____ % |
| 4. Amount received this year .....                                                                 | 4. _____   |
| 5. Amount excludable (Multiply line 4 by line 3)<br>Enter here and on line 20b, Form NJ-1040 ..... | 5. _____   |
| 6. Taxable amount (Subtract line 5 from line 4.<br>Enter here and on line 20a, Form NJ-1040) ..... | 6. _____   |

\*The expected return on the contract is the amount receivable. If life expectancy is a factor under your plan, you must use federal actuarial tables to calculate the expected return. The federal actuarial tables are contained in the Internal Revenue Service's Publication 939, *General Rule for Pensions and Annuities*. Contact the IRS for this publication. If life expectancy is not a factor under your plan, the expected return is found by totaling the amounts to be received.

**(Keep for your records)**

**General Rule Method.** You must use this method if you will not recover your contributions within 36 months from the date you receive your first payment from the plan *or* if your employer did not contribute to the plan. Part of your pension is excludable and part is taxable every year. The excludable amount represents your contributions. Complete Worksheet B in the year you receive your first payment from the plan and keep it for your records. You will need it for calculations in future years. Recalculate the percentage on line 3 of Worksheet B only if your annual pension payments decrease.

**Lump-Sum Distributions and Rollovers**

When you receive a lump-sum distribution of the entire balance from a qualified employee pension, annuity, profit-sharing, or other plan, any amount that exceeds your previously taxed contributions must be included in your income in the year received. New Jersey has no provision for income averaging of lump-sum distributions. Report the taxable amount on line 20a and the excludable amount on line 20b.

If you roll over a lump-sum distribution from an IRA or a qualified employee pension or annuity plan into an IRA or other eligible plan, do not report the rollover on line 20a or 20b if it qualifies for deferral for federal tax purposes. The amount rolled over (minus previously taxed contributions) will be taxable when it is withdrawn.

**401(k) Plans**

1. Contributions made on or after January 1, 1984, were not taxed when they were made. If all of your contributions were made on or after that date, your distributions are fully taxable unless your contributions

exceed the federal limit. If your contributions exceed the federal limit, you must calculate the taxable and excludable portions of your distributions using one of the methods described under contributory plans.

2. Contributions made before January 1, 1984, were taxed when they were made. If you made contributions before that date, you must calculate the taxable and excludable portions of your distributions using one of the methods described under contributory plans.

For more information on pension and annuity income, see GIT-1 & 2, *Retirement Income*.

**IRAs**

Your IRA consists of contributions, earnings, and certain amounts rolled over from pension plans. In general, your contributions were taxed when they were made and are not taxable when you make a withdrawal. All the earnings and any amounts rolled over tax-free are taxable when withdrawn.

Use Worksheet C to calculate the taxable and excludable portions of your IRA withdrawal. If you made withdrawals from multiple IRAs, you can use a separate worksheet for each or combine all IRAs on one worksheet.

**Lump-Sum Withdrawal.** If you withdraw the total amount from an IRA, all the earnings and any amounts rolled over tax-free are taxable. You must report these amounts in the year you make the withdrawal.

**Periodic Withdrawals.** If you make withdrawals over a period of years, the part of the annual distribution that

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## Appendix A

### 2023 Form NJ-1040 Instructions

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represents earnings is taxable. The amount taxable for New Jersey purposes may be different from the amount you report on your federal return.

For more information on IRA withdrawals, see GIT-1 & 2, *Retirement Income*.

#### **Roth IRAs**

Your contributions to a Roth IRA were taxed by New Jersey when they were made. Distributions from a Roth IRA that meet the requirements of a qualified distribution are excludable. Do not include qualified distributions on Form NJ-1040. If you received a nonqualified distribution, you must report the earnings on line 20a, and report the excludable portion on line 20b. A distribution that is considered nonqualified for federal purposes is also considered nonqualified for New Jersey purposes.

If you converted an existing IRA to a rollover Roth IRA during Tax Year 2023, any amount from the existing IRA that would be taxable if withdrawn must be included on line 20a.

For more information on Roth IRAs, see Technical Bulletin TB-44.



**Appendix A**  
**2023 Form NJ-1040 Instructions**

**Worksheet C – IRA Withdrawals**

**Part I – Calculating Taxable and Excludable Amounts**

1. **Value of IRA on 12/31/23.**  
Include contributions made for the tax year from 1/1/24 – 4/15/24..... 1. \_\_\_\_\_
  2. **Total distributions from IRA during the tax year.** Do not include tax-free rollovers..... 2. \_\_\_\_\_
  3. **Total Value of IRA.** Add lines 1 and 2.....3. \_\_\_\_\_
- Unrecovered Contributions:**  
Complete **either** line 4a or 4b. Then continue with line 5.
- 4a. **First year of withdrawal from IRA:**  
Enter the total of IRA contributions that were previously taxed.....4a. \_\_\_\_\_
  - 4b. **After first year of withdrawal from IRA:**  
Complete Part II. Enter amount of unrecovered contributions from line 15. ....4b. \_\_\_\_\_
  5. **Accumulated earnings in IRA on 12/31/23.**  
Subtract either line 4a or 4b from line 3. ....5. \_\_\_\_\_
  6. Divide line 5 by line 3. (Enter the result as a decimal.) .....6. \_\_\_\_\_
  7. **Taxable portion of this year’s withdrawal.** Multiply line 2 by decimal amount on line 6. Enter here and on line 20a, Form NJ-1040. ....7. \_\_\_\_\_
  8. **Excludable portion of this year’s withdrawal.** Subtract line 7 from line 2. Enter here and on line 20b, Form NJ-1040.....8. \_\_\_\_\_

**Part II – Unrecovered Contributions (For Second and Later Years)**

See Part III if you **did not** complete Worksheet C in prior years.

9. **Last year’s unrecovered contributions.** From line 4 of last year’s Worksheet C .....9. \_\_\_\_\_
10. **Amount withdrawn last year.** From line 2 of last year’s Worksheet C ..... 10. \_\_\_\_\_
11. **Taxable portion of last year’s withdrawal.** From line 7 of last year’s Worksheet C..... 11. \_\_\_\_\_
12. **Contributions recovered last year.** Subtract line 11 from line 10. ....12. \_\_\_\_\_
13. **This year’s unrecovered contributions.** Subtract line 12 from line 9..... 13. \_\_\_\_\_
14. **Contributions to IRA during current tax year.** Do not include tax-free rollovers..... 14. \_\_\_\_\_
15. **Total unrecovered contributions.** Add lines 13 and 14. Enter here and **on line 4b**..... 15. \_\_\_\_\_

**Part III – Unrecovered Contributions (For Second and Later Years)**

Complete this section **only** if you **did not** complete Worksheet C in prior years.

Calculate the amount of unrecovered contributions as follows:

16. Total amount of **withdrawals** made from the IRA in previous years. .... 16. \_\_\_\_\_
17. Total of previous year withdrawal(s) already reported as income on prior New Jersey tax returns. .... 17. \_\_\_\_\_
18. Contributions already recovered. Subtract line 17 from line 16 ..... 18. \_\_\_\_\_
19. **Unrecovered contributions.** Subtract line 18 from the total amount of contributions made to the IRA. Enter here and **on line 4b**. .... 19. \_\_\_\_\_

**(Keep for your records)**

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## When You Need Information

### by phone...

#### Senior Freeze Hotline 1 (800) 882-6597

Check on the status of your Senior Freeze through our automated inquiry system. Automated services are available 7 days a week (hours may vary).

Speak directly to a Division representative. See website for hours of operation.

#### Automated Tax Information System

Call from a touch-tone phone (24 hours a day, 7 days a week)

#### 1 (800) 323-4400 or (609) 826-4400

Listen to recorded tax information on many topics. Order certain forms and publications through our automated message system.

#### Deaf, Hard of Hearing, Deaf-Blind, Speech Disability

Visit [njrelay.com](http://njrelay.com) or call 711.

### in person...

#### Visit a Regional Information Center

Regional Information Centers provide individual assistance at locations throughout the State. Call the Automated Tax Information System or visit our website for the address of the center nearest you.

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### in writing...

#### Address your questions to:

NJ Division of Taxation  
PO Box 255  
Trenton, NJ 08646-0255

### online...

Division of Taxation website:

[nj.gov/taxation](http://nj.gov/taxation)

Email general State tax questions:

[nj.taxation@treas.nj.gov](mailto:nj.taxation@treas.nj.gov)

Do not include confidential information such as Social Security or federal tax identification numbers, liability or payment amounts, dates of birth, or bank account numbers in your email.

Subscribe to *NJ Tax E-News*, the Division of Taxation's online information service, at:

[nj.gov/treasury/taxation/listservice.shtml](http://nj.gov/treasury/taxation/listservice.shtml)

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## Who Can Help

Volunteers in the VITA (Volunteer Income Tax Assistance) and TCE (Tax Counseling for the Elderly) programs are available to help prepare the Senior Freeze application at some locations throughout New Jersey. For the location nearest you, call the Senior Freeze Hotline at 1 (800) 882-6597.

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