

**INSTRUCTIONS FOR FILLING OUT
THE
REQUEST FOR BOARD REVIEW
OF
TAX ISSUE FORM**

These instructions will assist you in filling out the Tax Issue Appeal Form in order to present an appeal of your property taxes under measures F and/or B. You must first print the Tax Issue Appeal Form. Once it is completed you must either mail or hand deliver the form to the Fire District.

Please note: Requests for appeal or exemption must be filed by December 1st of the tax year in question.

MAIL THE FORM TO: P.O. Box 262, Newcastle, CA 95658

or

HAND DELIVER TO THE DISTRICT OFFICE OR FIRE CHIEF.

Fill in the proper information in the following fields:

Name: Print the full name of the owner of record for the parcels in question as listed on your tax bill.

Date: Enter the date you are filling out the form.

Mailing Address: Enter the property owners mailing address where notices can be received.

Phone #: Enter a phone number where the person signing the request can be reached.

Email Address: Enter the e-mail address where the person signing the form can be reached.

Site address of Property in Question: List the physical address of the parcel(s) included in the appeal request.

Tax Year in question: Enter the tax year, i.e. 2015/2016, for which you are requesting the exemption or appeal.

Parcel Numbers: Enter the parcel numbers for all parcels involved in the request.
Example: 042-018-030-000

Current Tax Charged F: For each parcel you list please enter the tax charged on your tax bill for Measure F.

Current Tax Charged B: For each parcel you list please enter the tax charged on your tax bill for Measure B.

Tax Paid: Please check the correct box indicating whether you have already paid the tax listed for Measures F and B.

Parcel Size: Please leave this field blank.

Improved: Please leave this field blank.

Please explain exactly what is being requesting: Describe what action it is you are requesting of the Board.

For example: Parcel 2 is a small piece of property which was created by PCWA with a canal running thru it. It should not be taxed by itself but should be considered part of Parcel 1.

Please explain why the Board should approve this request:

Indicate why the Board should grant your request:

Example: Parcel 2 is a very small piece of property and does not represent a significant expose to the Fire District. Both parcels together make up our residence.

RECOMMENDATION: Please leave this field blank.

Signature: Please sign your name.

Date: Enter the date you signed the form.

**Mail the completed form to the Fire District at
P.O. Box 262, Newcastle, CA 95658
OR
hand deliver directly
to the Newcastle Fire Department.**