

GUIDE TO COMPLETING ONLINE APPLICATIONS FOR HOMESTEAD TAX CREDIT AND MILITARY SERVICE TAX EXEMPTION

After completing the form(s), please print and mail to:

Ames City Assessor
515 Clark Ave
Ames IA 50010

Questions? Call 515-239-5370

- Go to the City of Ames/Story County Beacon Website, www.AmesAssessor.org.
 - The second drop-down box should read “Story County, IA/City of Ames”
 - Ensure the “Property Search” radio button is selected
 - Check the “Make Default” box if you wish to have Story County/City of Ames as your default Beacon site.
 - Click the “Enter” button

The screenshot displays the Beacon website interface for Story County, IA / City of Ames. The 'Search' tab is highlighted in yellow. The 'Address Search' section is also highlighted in yellow, showing a text input field for the address and a 'Search >>' button. Below it, the 'Parcel ID' search section is visible. The 'Advanced Address Search' section includes fields for House Number, Street Name, and City. The 'Township Section Search' section includes a dropdown for Township and buttons for Section and Block. The footer shows the last data update time and the number of users currently online.

- From the “Search” tab window, enter your address in the “Address Search” section and click the “Search” button. (Note: When entering your address, you may just enter the first few letters of your street name instead of typing the complete name. Do not include prefixes or suffixes.)

- Verify that the property is yours by checking the following:
 - The photo shown in the upper right corner is your home and
 - Your name is listed in the Owner section.
- Scroll down the page to the sections titled “**Homestead Tax Credit Application**” and “**Military Service Tax Exemption Application**” and select the appropriate link.

The screenshot shows a web application interface with a vertical menu on the left. The menu items are: 'Pay Property Taxes', 'Homestead Tax Credit Application', 'Military Service Tax Exemption Application', and 'Iowa Land Records'. Each item has a document icon and an upward arrow. Below each menu item is a link: 'Click here to pay property taxes online at the ISCTA website' for Pay Property Taxes, 'Apply online for the Homestead Tax Credit' for Homestead Tax Credit Application, 'Apply online for the Military Service Tax Exemption' for Military Service Tax Exemption Application, and 'View Deed (2003-23090)' for Iowa Land Records. A yellow circle is drawn around the 'Homestead Tax Credit Application' and 'Military Service Tax Exemption Application' sections.

NOTE: YOU MAY APPLY FOR ONE OR BOTH OF THESE TAX RELIEF PROGRAMS AS LONG AS YOU MEET THE QUALIFICATIONS.

Homestead Tax Credit Application:

- Verify the information populated in the form you were presented on screen.
- **Enter your phone number and/or email** for contact purposes in case there is a question about your application.
- **Enter the date you took up full-time residency of this homestead.**
- **Select the appropriate box** to certify that smoke detectors that satisfy Iowa Code 100.18 and Iowa Administrative Code 661 are present or will be present within 30 days.
- Click on the “**CONTINUE**” button located at the top or bottom of the page in the highlighted yellow section to generate a completed form.
- Review your application, **ensuring you have signed in both locations.**
- Mail to: **City of Ames Assessor’s Office**
515 Clark Avenue
Ames, IA 50010

Military Service Tax Exemption:

**NOTE: Your Form DD-214 (discharge papers)
must be recorded in Story County, Iowa.**

DEADLINE: July 1st

- Verify the information populated in the form you are presented on screen.
- **Enter the name of the qualified veteran applying.** If this is not you, please enter the name of a parent, spouse, or family member who qualifies you for the exemption. Ensure that the name you enter matches the name on the DD-214 discharge papers.
- **Indicate the qualifying status by selecting the checkbox** in the section “Status: I am a(n):”
If you do not see a statement that applies to you, then you may not qualify for the Military Service Tax Exemption. If you believe you qualify, but are having difficulty with the form, please call us at 515-239-5370 or come to our office (address below).
- **Indicate the service period(s)** you have participated in by selecting the appropriate boxes.
(You may select more than one).
- In the “**Military Record**” section **enter the book and page number** for the recording of the DD-214 form (discharge papers) with the Story County Recorder’s Office.
- **Enter** your respective **military service entry and discharge dates**.
- Read the declarations on the statement ensuring these apply to you.
- Click on the “**CONTINUE**” **button** located at the top or bottom of the page in the highlighted yellow section to generate a completed form.
- Review your application.
- **Print the form.**
- **Sign** the form in the appropriate location
- Mail to: **City of Ames Assessor’s Office**
515 Clark Avenue
Ames IA 50010

REMINDERS

1. These documents must be signed and mailed or dropped off at the Ames City Assessor’s Office on or before the deadline, July 1st of every year.
2. These exemptions or credits appear on your tax statement the following year. Example: If an application is signed on or before July 1, 2013, it will apply to taxes payable September 2014-March 2015.
3. You will be notified by the Story County Board of Supervisors via mail in the event your application is denied.