



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
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How to Complete 2021 Forms PTR-1A and PTR-2A

Reminders for Tax Collectors

Thank you for assisting residents in verifying their property taxes. As you are aware, if the information in Part II of Forms PTR-1A and PTR-2A is incorrect, it can delay the application process. We appreciate your attention to detail. Please remember the following when completing Part II:

- **Check Boxes Above Line 1 for Tax Appeal, Added Assessment**
Check the box(es) **only** if there was a tax appeal or added assessment on the property for the tax year. Otherwise, make no entry;
- **Line 1. Assessed Value**
Enter the assessed value of the property for the tax year. This is the total assessed value of the property, including both land and improvements. If the assessed value changed for the tax year, use the final assessed value;
- **Line 2. Tax Rate**
Enter the tax rate for the tax year. Include fire and other special tax rates if the property is subject to any such rates;
- **Line 3. Total Property Taxes**
Multiply the assessed value on line 1 by the tax rate on line 2. This is the total amount of property taxes due before any deductions and/or credits are subtracted (e.g., senior citizen's deduction, Homestead Benefit credit);
- **Line 4. REAP Credit**
Enter the amount of any Regional Efficiency Aid Program (REAP) credit the homeowner received for the tax year.
- **Line 5. Property Tax Amount Homeowner Enters on Form PTR-1 or Form PTR-2**
Usually, the amount on line 5 will be the same as the amount on line 3. However, when the property has more than one owner (other than a spouse/civil union partner), or consists of multiple units, you must apportion the property tax amount on line 3. Multiply the amount of property taxes on line 3 by the percentage of ownership, or percentage of occupancy, the homeowner entered in Part I of Form PTR-1A, or Form PTR-2A.

If a property has more than one owner **and** consists of multiple units, apportion the property tax amount by using the owner/occupant's *percentage of occupancy* in their principal residence (main home).

Always use the percentage of ownership or percentage of occupancy to apportion the property tax amount. **Do not divide the property tax amount** by the number of owners, or the number of units in a multi-

unit property. For example, if homeowners enter 33% as the percentage of the property they owned, or enter 33% as the percentage of a multi-unit property they used as a main home, do not divide the property tax amount by three (3). Rather, multiply the amount on line 3 by 33% (0.33).