Use your mouse or Tab key to move through the fields.

PTAX-341 Application for Returning Veterans' Homestead Exemption

Step 1: Complete the following information

1 _____
Property owner's name

_____
Street address of homestead property

_____ **IL** _____
City State ZIP

(_____)_____
Daytime phone

Send notice to (if different than above)

2 _____
Name

_____
Mailing address

_____
City State ZIP

(_____)_____
Daytime phone

3 Write the assessment years for which you are filing this form.

____ ____ ____ ____ ____ ____ ____ ____
Year you returned home Year after you returned home

4 Write the property index number (PIN) of the property for which you are requesting the returning veterans' homestead exemption. Your PIN is listed on your property tax bill or you may obtain it from your Chief County Assessment Officer (CCAO). If you are unable to obtain your PIN, write the legal description on Line b.

a PIN _____

b Write the legal description only if you are unable to obtain your PIN. Attach a separate sheet if needed.

_____
_____
_____

Step 2: Complete eligibility information

5 Are you a veteran and an Illinois resident? ☐ Yes ☐ No

6 Have you served as a member of the U.S. Armed Forces, Illinois National Guard, or U.S. Reserve Forces? ☐ Yes ☐ No

7 Did you return from active duty in an armed conflict involving the armed forces of the United States? ☐ Yes ☐ No

If "**Yes**", write the date you returned home. ___ ___/___ ___/___ ___ ___ ___
Month Day Year

8 Check your type of residence.

☐ Single-family dwelling ☐ Duplex
☐ Townhouse ☐ Condominium
☐ Apartment ☐ Other _____

9 Is the residence operated as a cooperative? ☐ Yes ☐ No

10 On January 1 of the year you returned home, were you the owner of record or did you have a legal or equitable interest in this property? ☐ Yes ☐ No

- If "**No**", write the date you acquired an interest in this property. ___ ___/___ ___/___ ___ ___ ___
Month Day Year

11 On January 1 of the year you returned home, did you occupy this property as your principal residence? ☐ Yes ☐ No

- If "**No**", write the date you first occupied this property? ___ ___/___ ___/___ ___ ___ ___
Month Day Year

12 On January 1 of the year you returned home, were you liable for the payment of real estate taxes on this property? ☐ Yes ☐ No

Note: You must provide documentation with this form. See the back of this form **"Do I need to provide documentation?"**.

Step 3: Attach proof of ownership

13 Check the type of documentation you are **attaching** as proof that you are the owner of record or have a legal or equitable interest in the property.

☐ Deed ☐ Contract for deed
☐ Trust agreement ☐ Other written instrument
☐ Lease Specify: _____

14 Write the date the written instrument was executed. ___ ___/___ ___/___ ___ ___ ___
Month Day Year

15 Is the instrument recorded? ☐ Yes ☐ No

16 If known, write the date recorded and the document number from the county records.

Date recorded ___ ___/___ ___/___ ___ ___ ___
Month Day Year

Recorded document number _____

Step 4: Sign below

I state that to the best of my knowledge, the information on this application is true, correct, and complete.

_____ ___ ___/___ ___/___ ___ ___ ___
Property owner's or authorized representative's signature Month Day Year

Form PTAX-341 General Information

What is the Returning Veterans' Homestead Exemption (RVHE)?

The Returning Veterans' Homestead Exemption (35 ILCS 200/15-167) provides a $5,000 reduction in the equalized assessed value (EAV) of the veteran's principal residence for two consecutive assessment (tax) years, the tax year and the following year that the veteran returns from active duty in an armed conflict involving the armed forces of the United States. The veteran must own and occupy the property as his or her principal residence on January 1 of each assessment year. A veteran who acquires a principal residence after January 1 of the year he or she returns home is eligible for the RVHE on the principal residence owned and occupied on January 1 of the next tax year.

Note: For purposes of the exemption, "occupy" means your principal place of dwelling which is "the place where a person has his or her true, fixed permanent home and principal establishment, and to which, whenever he or she is absent, he or she has the intention of returning."

Who is eligible?

To qualify for this exemption you must

- be an Illinois resident who has served as a member of the U.S. Armed Forces, Illinois National Guard, or U.S. Reserve Forces,
- have returned from active duty in an armed conflict involving the armed forces of the U.S.,
- have owned or had a legal or equitable interest in the land on which a single-family residence is situated and used as your principal place of residence on January 1 of the assessment years, and
- be liable for the payment of the property taxes.

Note: A representative can apply on behalf of a deceased veteran who has met the qualifications listed above.

Is the resident of a cooperative apartment eligible?

To qualify for this exemption, the resident must be

- the owner of record of a legal or equitable interest in the property,
- occupy it as a principal residence, and
- be liable by contract with the owner(s) of record for the property tax payments.

A resident of a cooperative apartment building who has a leasehold interest **does not** qualify for this exemption.

When will I receive my exemption?

You should apply for this exemption for the assessment year that you return home. The County Board of Review has the final authority to grant your exemption. If granted, your exemption will be applied to the property tax bills paid the two years following the assessment years.

Can I receive the exemption again?

The exemption applies "only for the tax year and the following tax year in which the veteran returns from active duty in an armed conflict involving the armed forces of the U.S." You may be eligible for this exemption again if you return home from active duty in a subsequent year.

Do I need to provide documentation?

Your Chief County Assessment Officer (CCAO) will require documentation to verify your eligibility for this exemption.

If you were discharged from active duty service, you must provide

- the original Form DD 214; or
- a copy of Form DD 214 certified by the county recorder, recorder of deed's, IL Dept. of Veterans' Affairs, or the National Archives Record Center.

If you are still on active duty after returning home, you must provide

- Form DD 220; or
- military orders and travel voucher stating that you are returning from an armed conflict involving the armed forces of the U.S. within the tax year that you returned home.

When and where must I file Form PTAX-341?

You should apply for this exemption for the year when you return from active duty in an armed conflict involving the armed forces of the United States. You must reapply for this exemption if you continue to meet the eligibility requirements and change your principal residence. Contact your CCAO at the address and phone number stated below for assistance and the due date for filing for this exemption. Mail your completed Form PTAX-341 and supporting documentation to the address below.

If you have any questions, please call:

(815)777-1016

Mail your completed Form PTAX-341 to:

JO DAVIESS County, Chief CountyAssessment Officer

330 N BENCH ST, STE 1B
Mailing address

GALENA
City

IL 61036
ZIP

Official use. Do not write in this space.

Date received ___ ___/___ ___/___ ___ ___ ___
Month Day Year

Board of review action date ___ ___/___ ___/___ ___ ___ ___
Month Day Year

☐ **Verify proof of eligibility** _____

☐ Approved ☐ Denied for ___ ___ ___ ___
Year veteran returned home

☐ Approved ☐ Denied for ___ ___ ___ ___
Following year

Comments: _____

Reason for denial: _____

PTAX-341 Back (R-12/10)

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