



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF TAXATION
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MEMORANDUM

TO: Municipal & County Assessors and County Tax Board Administrators

FROM: Shelly Reilly, Chief, Policy and Planning, Property Administration *SR*

DATE: May 18, 2018

SUBJECT: Copies of FA-1 Applications Sent to Division of Taxation for Statistical Compilation

As you know, Form FA-1, Application for Farmland Assessment, was revised in March, 2018. In the accompanying memorandum, assessors were reminded that it was not mandatory to print the forms in triplicate for distribution to applicants. However, the recent samples submitted by the vendors for review and approval have been on two separate pages to be printed on three-ply paper.

Pursuant to N.J.A.C. 18:15-2.6(b), assessors must submit copies of the FA-1 for their taxing districts to the County Boards of Taxation, whose staff then transmit the copies to the Division of Taxation. If you opt to utilize the two-page three-ply versions of the forms, the copies transmitted to the County Board of Taxation **must** be stapled to keep the pages together. These forms were designed to be printed two-sided on one sheet of paper. If you submit copies of the FA-1 that are not stapled, they will be returned to the county tax administrator.

After 2018, the Division will **not** accept ply copies of the FA-1, it will be the assessor's responsibility to ensure the taxpayer is submitting the necessary copies.

If you have any questions, contact the Division of Taxation at (609) 292-7974, (609) 292-7813.

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