

**TOWN OF HUNTINGTON  
RPTL §524 GRIEVANCE COMPLAINT  
E-FILING PROCEDURES AND PROTOCOLS  
2023/24 TAX YEAR**

Taxpayer representatives may electronically file bulk grievance complaints on behalf of their clients in strict accordance with the following procedures:

**A. Huntington Bulk Filing Procedures (2 or more Complainants)**

1. Electronic bulk filing of grievance complaints shall be effectuated by completing and emailing a digital Excel spreadsheet in the format attached hereto to [TOHGrievances@Huntingtonny.gov](mailto:TOHGrievances@Huntingtonny.gov) together with a fully completed and executed RP-524 Grievance Complaint in a separate PDF document for the first Complainant listed on the Excel spreadsheet. The completed RP-524 Grievance Complaint that is emailed shall be deemed to be the form RP-524 Grievance Complaint for all other complainants included on the Excel spreadsheet attached thereto as to whether the assessment is excessive and/or unequal, and/or unlawful and/or misclassified and/or any other claimed basis for relief including denial of an exemption or agricultural assessment.
2. The aforementioned Excel spreadsheet(s) must be **received** by the Assessor's Office no later than 8:00 p.m. on Grievance Day, May 16, 2023.
3. Within ten (10) days after Grievance Day, the taxpayer representative shall also email to [TOHGrievances@Huntingtonny.gov](mailto:TOHGrievances@Huntingtonny.gov), a single pdf document containing all of the required executed written authorizations ***in tax map order*** for all complainants appearing on all of the Excel spreadsheets previously filed (See instruction B5 below).
4. In order to encourage the bulk filing of grievance complaints, the Town of Huntington agrees to waive any potential defenses to the electronic filing of grievance complaints as set forth on the attached Waiver document.

**B. Format for the E-Filing Excel List:**

1. The Excel spreadsheet must be prepared in TAX MAP ORDER.
2. Text entered into the Excel spreadsheet shall be UPPER CASE only and shall not contain any punctuation except for the Tax Map No.
3. The required information for the following six (6) columns/categories shall be inserted identically, and without deviation, as follows:

**INFORMATION FIELD**

**TAX MAP NO:**

**INFORMATION INSERTED**

*(25 characters including dots & dashes)*  
*0400-125.00-02.00-034.001 (Outside Village)*  
*0401-010.00-01.00-110.002 (Asharoken Village)*  
*0402-010.00-01.00-110.002 (Huntington Bay Village)*  
*0403-010.00-01.00-110.002 (Lloyd Harbor Village)*  
*0404-010.00-01.00-110.002 (Northport Village)*

|   |                                |
|---|--------------------------------|
| <b>PROPERTY TYPE*</b>                             | RETAIL or 450/RESIDENCE or 210 |
| <b>ASSESSED VALUE: LAND**</b>                     | 500                            |
| <b>ASSESSED VALUE: TOTAL**</b>                    | 5000                           |
| <b>COMPLAINANT'S ESTIMATED<br/>MARKET VALUE**</b> | 100000                         |
| <b>COMPLAINANT'S CLAIMED<br/>ASSESSED VALUE**</b> | 10000                          |

\* Enter property description (i.e., SHOPPING CENTER, RETAIL, WAREHOUSE, INDUSTRIAL, ***OR*** the NYS Department of Taxation and Finance property type classification codes which are located on their website at: <https://www.tax.ny.gov/research/property/assess/manuals/prclas.htm>

\*\* Do not enter any commas

4. If the taxpayer representative is filing on the same tax parcel for different complainants, each complainant shall be listed separately with the same Tax Map No.
5. A taxpayer representative shall be permitted to bulk e-file in multiple batches on different days during the filing period but shall exercise diligent efforts to limit the number of separate bulk filings.
6. On the digital Excel spreadsheet filed with the Town, the original font size shall be 8 point and the total width of all columns shall not exceed an 8½ x 11 sheet of paper when scaled to 95%. See the attached sample Excel spreadsheet for this format.
7. Except for the cells in the Tax Map No. column, it is not necessary to restrict the number of characters in a cell (i.e. Street Name, Hamlet/Village and Complainant cells which may involve longer names than the column width permits). However, no text within a cell shall be wrapped. A partial view of the information contained in any cell is acceptable, except cells within the tax map no. field. See the attached sample Excel spreadsheet format for examples of non-wrapped cells.

### **C. Filing of Individual Grievance Complaints**

***Electronic filing of individual grievance complaints will not be accepted by the Town of Huntington.*** Individual grievance complaints prepared and filed in accordance with the strict provisions of Real Property Tax Law, §524, are still acceptable, but must be mailed or hand-delivered to the Assessor's office so as to arrive at the Assessor's Office no later than 8:00 p.m. on Grievance Day, May 16, 2023.