

Gateway Exemption Tips/FAQs

- Exemption forms should be completed in the following order
 1. Paralegic (if applicable)
 2. Veterans Exemptions (if applicable)
 3. Retroactive 22D (if applicable)
 4. MDM-1
- Paralegic form (if applicable): Must be signed and submitted by the town and approved by DLS prior to submitting other forms. Other forms may be completed and saved, just not submitted.
- Veterans Exemption form (if applicable): Must be signed and submitted by the community prior to submitting MDM-1.
- Add New Row / Delete Selected – Click the save button at the bottom of the page before using either button for the first time each year.
- Hit the save button at the bottom before switching forms or you will lose the changes that you have made.
- Veterans Exemption Form – Date Deceased & Tax Bill Amount columns to be completed for **Clause 22D applicants only**.
- Certain data from Paralegic & Veteran forms auto fill to MDM-1.
- All forms – green shading indicates data entry field.
- All forms – orange shading indicates calculated field.
- All forms – pink shading indicates action required in that cell.
- When completing paralegic form, if the property type is a 104 (2-family) or 105 (3-family), only enter the tax bill amount attributed to the portion where the veteran resides.
 - Paralegic Veteran, Property type 104,
 - Total Tax Bill = \$4,000
 - You enter \$2,000 in the column titled “Total Tax Bill Amount” on the paralegic form.
- When submitting forms, Assistant Assessors and Assessing Clerks can sign the forms on behalf of the Assessors.
- Reimbursements for Clause 41 (B and C) are not included because the number of exemptions granted in the current fiscal year are reimbursed in the upcoming fiscal year.
- When signing on behalf of the Assessors insert a comment. For example, “Jane Doe signing on behalf of the Board of Assessors.”
- When submitting forms, check at least two of the signature boxes.
- If you are unable to submit the MDM-1, make sure you have submitted the paralegic form (if applicable) and/or veteran’s exemption form.
- If an error message occurs when saving, be sure to review the entire form for mistakes. Error will have pink shading in cell.
- When saving, if a cell shading is pink, please correct that cell.
- Remember to sign, save and submit forms when completed.
- If you have no exemptions or abatements please let us know via e-mail at databank@dor.state.ma.us.
- Request a username and password at databank@dor.state.ma.us.
- Questions? Call (617) 626-2384.