How to Submit an 8 of 58 Application Using DLS Gateway

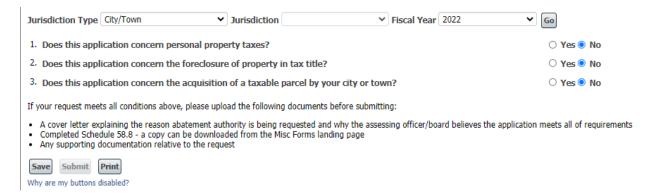
Beginning October 6, 2021, all 8 of 58 applications should be submitted to DLS using DLS Gateway. Use the instructions below to submit an application. Please note that Gateway submissions still require the following uploads:

- Completed <u>Schedule 58.8</u> all information must be completed
- Any additional supporting documentation as requested by the Municipal Finance Law Bureau

Basic submission instructions:

- 1. Log into DLS Gateway
- 2. Go to the Misc Forms module
- 3. Select "8 of 58 Application" from the menu

Answer the 3 questions on the form by clicking Yes or No (the default is No.) Clicking Yes may open additional questions or instructions. Please read the information carefully before continuing.

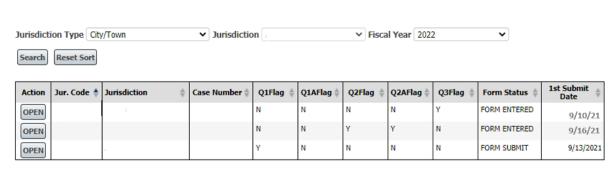


- 4. When all questions have been answered, click the Save button. You cannot upload documents or add comments until you click Save.
- 5. Upload your completed Schedule 8 of 58 file. You may also upload additional files in support of the application.
- 6. Optional: you may also enter text in the Comment section. This is not required for submission.
- 7. When all information has been entered and the required Schedule 8 of 58 form has been uploaded, sign and submit the form.

All saved 8 of 58 forms for your community will appear on the 8 of 58 Search screen. Use the Search 8 of 58 Applications to find and open any previously saved 8 of 58 application.

Search 8 of 58 Abatement Applications

Search for prior 8 of 58 Abatement Applications



Showing 1 to 3 of 3 entries

The Bureau will notify the assessors or other applicant if additional information is needed to process a particular application. As a general rule, requested information must be submitted within 30 days. If not, the application will be denied, but it may be resubmitted at a later date if all requested information is provided.

Questions regarding Gateway functionality or system rights can be emailed to DLS Gateway Support: DLSGateway@dor.state.ma.us.

For general guidance on the standards and policies governing applications for authority to abate local taxes and charges under G.L. c. 58, §8, refer to Informational Guideline Release (IGR) 2020-10. Additional information can be found on MFLB's 8 of 58 web page, or email DLSLaw@dor.state.ma.us for assistance.