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Dear Measure MB (Parcel Tax) Exemption Applicants,

The Board of Education has placed Measure MB, a local funding measure for Manhattan Beach public schools, on the June 5, 2018 ballot for voter consideration. The measure requires a super majority of 67% voter approval to pass.

The Board of Education also included an optional exemption from the proposed annual flat tax of \$225 per parcel for homeowners age 65+. ([Click here for more details about Measure MB.](#))

Should Measure MB be approved by voters, the District will have a very short window between the June 5th election and the filing deadline to notify the County Tax Assessor's Office of all exemptions. Therefore, the District is being proactive in making senior homeowners aware of the measure and the process to file for the optional exemption in mid-April so that, should it pass, eligible residents will have had ample time for exemption applications to be submitted.

To qualify for the exemption, residents must simply provide the District with proof of age, the parcel ID number and proof of residency. Please know that protecting your privacy and personal information is very important to the District, and we hope that this overview assures you the process is well managed and safe.

All information submitted to the District is reviewed for completeness and forwarded to NBS, a firm that specializes in administering tax related programs. NBS will review all applications, approve or deny them, and send notifications directly to the applicants.

- **REDACTING:** As an applicant, you may cross out (redact) all but the first few letters/numbers on your identification and proof of residence documents (e.g., account numbers, driver's license numbers, balance amounts, etc.) to further protect your privacy.
- **REQUIRED INFORMATION:** The information that must be shown in full is the applicant's name, address, and date of birth – this information is necessary to verify the applicant's eligibility for the exemption.
- **PROCESSING & DESTROYING INFORMATION:** The District Office will only record the name and contact information of the applicant. The application will be scanned and transmitted to NBS. The files are saved electronically in the NBS database. NBS uses industry standard network security including antivirus software, intrusion monitoring systems, and modern firewall technologies to protect the data stored in order to protect data in their files.

No electronic files other than the name and contact information of the applicant will be stored by the District – once the applications are transmitted to NBS, these scanned application files will be deleted from the District's network. Additionally, once NBS confirms receipt of these applications, the District will shred any original hard copies as well.

Again, the District takes the privacy and use of your personal information very seriously, and wants you to feel secure when applying for an exemption. If you have any additional questions on the process please contact us at 310.318.7345, extension 5944.

Sincerely,
Dr. Dawnalyn Murakawa-Leopard
Deputy Superintendent