

Applying online Homestead and Mortgage Deductions

1. While on the Hancock County website, click on the “**GIS mapping**” tab at the top of the Homepage.
2. This will redirect you to a website called **Beacon**. Click on the “Real Estate Property Search” option located under *Navigate to...*
3. This is where you will perform a search to find your property. You may search by Name, Address, or Parcel Number. Then click “Search” to locate your property.
4. This will take you to your property summary page. Scroll to the very bottom of this page.
5. Find the links under “**Apply for Homestead Deduction**” or “**Apply for Mortgage Deduction**”. Click the link for the deduction you would like to apply for and fill out the application to the best of your ability.
6. **Remember: You may not have all of the information requested on the form. That’s ok. Fill out what you can and use your mouse to sign the form. We will fill in the blanks when we receive it on our end.**
7. Complete the step-by-step, follow-along instructions in the yellow box at the top of the application. After you submit your form, you will receive a receipt of your deduction sent to your email account. Please allow five to ten business days for processing.