



**City of Bellevue
Utility Rate Relief Program**

450 – 110th Ave NE
P.O. Box 90012 - Bellevue, WA 98009-9011
Phone: (425) 452-5285 Fax: (425) 452-7669

February 1, 2013

Dear Applicant:

The City of Bellevue is now accepting applications from low-income seniors and low-income permanently disabled persons for the **2013 Utility Rate Relief Program**. Applications must be submitted every year, even if you have been in the program in the past.

Enclosed are application materials for the 2013 Utility Rate Relief Rebate. These materials apply primarily to residents that pay for their utility services (water, wastewater and drainage) through rent or other third party. Please read them carefully to ensure you have a packet that applies to your situation. If you pay a utility bill directly to the City of Bellevue, contact Bellevue Utilities for a Utility Rate Relief Reduction Application. This packet includes:

- **2013 Utility Rate Relief Rebate Program Guidelines.** Provides the program description, eligibility information, and instructions on how to apply. Please read this before completing the application for important guidelines and changes.
- **2013 Utility Rate Relief Rebate Application Form.** Please complete the application with the details as required, include all documentation and remember to sign and date the form before turning it in.

There are two ways to apply for the program:

- **In Person** – If you are applying for the first time or it has been more than a year since you last qualified for the program (2011 or before), you **MUST** schedule an application appointment by calling 425-452-5285 and apply in person.
- **By Mail** – If you were qualified for the program in 2012, you may re-apply by mail. Be sure to include photocopies of required identification and income information when returning your application. Remember, an incomplete application or an application with missing documentation cannot be processed. Please return your paperwork in the return envelope provided with this packet.

Whether you apply in person or by mail, all applications must be received at downtown Bellevue City Hall before the **program deadline on Thursday, October 31, 2013, at 5:00 p.m.** to be considered. Late applications will not be accepted.

If you have any questions, please call 425-452-5285.

Sincerely,

Patricia Burgess

Patricia Burgess, Program Administrator
Utility Rate Relief Program
City of Bellevue Utilities



City of Bellevue
 P.O. Box 90012
 Bellevue, WA 98009-9011

2013 Utility Rate Relief Program – Rate Rebate

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www.bellevuewa.gov/utilityrelief.htm

GUIDELINES FOR UTILITY RATE REBATE (1/29/2013)

NOTE: These guidelines only apply to Bellevue residents seeking a rate rebate on 2012 utility costs for water, wastewater and drainage services. These services may have been paid directly to the City of Bellevue or indirectly through rent or other third party. If you currently pay for a utility bill directly to the City of Bellevue and are seeking a reduction in 2013 costs, these guidelines do not apply to you. Visit the website noted above or call the Bellevue Utilities contact phone number to get a Rate Relief Reduction Application Packet.

Program Description

The City of Bellevue offers rate relief assistance to seniors and permanently disabled residents living within the service area of Bellevue Utilities that meet specific low-income guidelines. Residents can get a reduction of up to 75% off their 2012 water, wastewater and drainage costs by qualifying for the City of Bellevue's Utility Rate Relief Program. Residents **MUST** apply for this program annually. Approved residents also qualify without additional paperwork for a rebate on utility occupation taxes paid to the City. Tax rebate checks will be mailed from the City in late December to applicants who remain in the Rate Relief Program all year. Programs are based on available funding and are subject to change without notice.

Application Deadline

The deadline for applying for a rate relief rebate is Thursday, October 31, 2013, at 5pm. Applications and all required documentation must be received at downtown Bellevue City Hall before the deadline to be considered. Rebates are only distributed after an application is approved and processed.

Eligibility Criteria

Applicants must be:

- Low-income seniors, 62 years of age or older during 2012, OR
- Low-income permanently disabled persons receiving disability benefits from SSI, SSDI, or Veteran's Administration in 2012, AND
- Living at the address receiving services in 2012. Address **MUST** be within the service area of City of Bellevue Utilities.
- Must meet the household income* guideline below:

| Household Size in <u>2011</u> | Total Household Income for <u>2011</u> |
|-------------------------------|--|
| 1 person | \$29,480 |
| 2 persons | \$33,700 |
| 3 persons | \$37,920 |
| 4 persons | \$42,140 |
| 5 persons | \$45,490 |
| 6 persons | \$48,900 |

* Income means "disposable income", as that term is defined in RCW 84.36.383, plus gifts. Total household income includes income for everyone living in your household during 2011. Examples of income and required documentation are described in the "How to Apply" section below.

How to Apply

You must fill out and return a Utility Rate Relief Rebate Application with required identification, residency and income documentation. Applications are available on-line at www.bellevuewa.gov/utilityrelief.htm or you may call Bellevue Utilities at 425-452-5285 to request an application. Applications are also available at the Bellevue City Hall Service First desk, Crossroads Mini-City Hall and Factoria Police Station.

(see reverse side)

How to Apply (Cont.)

Once you have the application, the next steps are:

1. Collect the necessary documents from the required document list below.
2. Complete the application, read the "Important Information" statement, and sign and date the application. (NOTE: If you are signing on behalf of an applicant, you must provide a copy of the Power of Attorney authorizing you to do so.)
3. Turn in completed and signed application. Application **MUST** be received by City of Bellevue Utilities at downtown Bellevue City Hall by 5:00 p.m. on Thursday, October 31, 2013. Late or incomplete applications cannot be processed.
 - If you are applying for the first time or it has been more than a year since you last qualified for the program (2011 or before), you **MUST** schedule an application appointment by calling 425-452-5285 and apply in person.
 - If you qualified for this program in 2012, you may return your application by mail to: City of Bellevue/Utilities Customer Service, PO Box 90012, Bellevue, WA 98009-9011. Applications must be postmarked by October 31, 2013.

Submitting an application does not guarantee your eligibility. Applications submitted without complete documentation cannot be processed.

Required Documents Photocopies of the following must be provided with your signed application form:

- A. Proof of 2011 Income. Please bring or mail photocopies of completed and signed 2011 Tax Return AND other 2011 statements/documentation for EVERY household member living with you in 2011 and for ALL disposable income sources that applied to them during 2011. Some examples of household income include, but are not limited to:

- Salary/Wages/Tips, etc. (W-2)
- Interest/Dividends (1099-INT/1099-DIV)
- Alimony/Child Support*
- Business Income, including rental property income or rent paid to you by a co-tenant (1040 + Sch. C)
- Capital Gains/Losses (1040+ Sch. D)
- IRA withdrawal (1099-R)
- Pension/Veteran's/Annuities (1099-R)
- Railroad Retirement Benefits *
- Unemployment /Labor and Industries (1099-G)
- Social Security Statement,(SSA, SSI, or SSDI-1099)
- Public Assistance (DSHS, TANF, Section 8, HUD, GAU, etc.)*
- Gifts/Cash*
- Student Grants*
- Military pay and benefits*
- Other documents supporting proof of any additional income for 2011*

*If you are unable to provide income documentation from the original source, provide a full year's bank statements for 2011 showing direct deposits for any above.

- B. Identification is REQUIRED for all household members in 2011. Valid photo identification is required for household members 18 and older. Expired ID will not be accepted. Please **DO NOT SEND ORIGINALS**. We cannot guarantee their safety. Identification accepted: Driver's License, or WA State ID card, or Passport. For household member under the age of 18, submit a certified birth certificate.
- C. Proof of Residency is REQUIRED. Show proof of living with-in the service area of Bellevue Utilities in 2012 with photocopy of your Puget Sound Energy Bill with your name, address and 2012 usage graph, or 2012 signed lease/rental agreement, or have landlord complete Landlord/Tenant Form.
- D. Proof of Permanent Disability – **if disabled**, you **MUST** provide Social Security or Veteran's "benefit award letter" showing the date you were entitled to your disability benefits (along with the documentation of disability income payments received from SSI, SSDI or V.A. during 2011).

Following Application Submittal

Your application and income documentation will be reviewed for eligibility. You may receive a follow-up phone call from Bellevue Utilities to clarify or obtain further information. Once application is approved and processed, qualified applicants will be sent a rebate check to the address on the application. If applicant remains in the program throughout the year, a tax relief rebate will be automatically processed without additional paperwork. The tax rebate check will be sent out in late December 2013. Applicant must promptly notify Bellevue Utilities if there is a change of address.

Provide COPIES (no originals) of the following documents with your application. Application will not be processed without them.

- Identification** – valid picture identification for all persons 18 years and older who lived in the household in 2011. For those under the age of 18, submit a certified birth certificate.
- Proof of Residency in 2012:** City of Bellevue utility bill, or Puget Sound Energy bill with Graph Page showing your name, address and usage graph for 2012, or lease/rental agreement, or have landlord complete Landlord Form.
- Income documentation for 2011** – (i.e., 2011 statements, signed 2011 Tax Returns) for EVERY household member living with you in 2011 and for EACH income source that was checked “yes” in Question 15 above.
- Proof of Disability**, if applicable, provide “benefit award letter” with the date you became eligible for disability benefits (along with documentation of disability income payments received from SSI, SSDI or V.A. during 2011).

IMPORTANT INFORMATION – PLEASE READ BEFORE SIGNING

I, the undersigned, under penalty of perjury of the laws of the state of Washington do hereby declare and certify:

- *That I have read and understood all of the 2013 Utility Rate Relief Program Guidelines for Utility Rate Rebate (1/29/2013) provided with this application, and that all of the information provided by me on this application is accurate, complete and true to the best of my knowledge.*
- *That I understand that submitting the required documentation does not guarantee eligibility to the program. Such information will, however, be used to determine if I qualify for benefits under the program.*
- *That I understand that the income documents I provided will be used by the City to create an income worksheet that will be used to determine income qualification.*
- *That I have read the definition of “disposable income” for the program and to the best of my knowledge, I and my household are eligible for the program.*
- *That I have provided a true and accurate list of “disposable income” to the City for 2011.*
- *That I understand the rate rebate is for 2012 only and it is my responsibility to re-apply for this or any other rate relief program during application periods for those programs.*
- *That I understand that any attempt to falsify my information will result in my disqualification from the program for this year and may subject me to further civil or criminal penalties.*
- *That I understand that if I receive utility relief and do not disclose all sources of disposable income for household members for 2011, the City may recover the actual cost of my utility bills for the period that I was not eligible.*

Signed this _____ day of _____, 2013 in _____
Day Month Insert Place of Signing

Applicant Signature* _____

Applicant Signature* _____

* If signing for an applicant, MUST provide a copy of the Power of Attorney authorizing you to do so.

How to Apply

1. Collect the required identification, residency and income documents. Applications submitted without complete documentation cannot be processed.
2. Fill out the application, read the “Important Information” statement, and sign and date the application.
3. Turn in completed and signed application to Bellevue Utilities at downtown Bellevue City Hall by 5:00 p.m. on Thursday, October 31, 2013. Late or incomplete applications cannot be processed.
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