



BELLEVUE UTILITY RATE DISCOUNT- 2020

450 110TH Ave NE

P.O. Box 90012, Bellevue, WA 98009-9012

Phone: 425-452-5285

Web: bellevuewa.gov/UtilityRelief

Email: UtilityRelief@bellevuewa.gov

Language line assistance provided upon request. TTY Relay: 711

B1

GUIDELINES FOR UTILITY RATE DISCOUNT

NOTE: These guidelines only apply to residents currently paying a utility bill directly to the City of Bellevue for water, wastewater and drainage services. If you are indirectly billed for your utility services (e.g., the costs are included in your rent or paid to a third party), visit the website noted above or call the Bellevue Utilities contact phone number to get a 2020 Utility Rate Rebate Application Packet.

1. PROGRAM DESCRIPTION

The City of Bellevue offers rate relief assistance to seniors and residents with permanent disabilities living within the service area of Bellevue Utilities that meet specific low-income guidelines. Residents that pay their bills directly to the City of Bellevue can get a discount of 70% off the basic costs of 2020 water, wastewater and drainage services (up to 11 CCF of water and wastewater service charges bimonthly and drainage service charges up to a 10,000 ft², moderately-developed lot) by qualifying for this program. Please note: certain charges such as capital recovery charges (CRCs) and direct facility connection charges (DFCCs) cannot be discounted. Residents MUST apply or renew their participation for this program annually. Approved residents also qualify for a rebate on utility occupation taxes paid to the City. Tax rebate checks are based on an applicant's continued participation in the Utility Rate Relief Program and will be mailed by the City in late December 2020. In addition, approved residents living within Bellevue city limits also qualify for a rate discount on garbage service. Garbage bill discounts are implemented by Republic Services, Inc., the City's solid waste collection vendor. **NOTE:** Programs are based on available funding and subject to change without notice.

2. APPLICATION DEADLINE

Your completed application and all required documentation must be received by City of Bellevue Utilities no later than 4:00 p.m. on **Friday, October 30, 2020.**

3. EXPIRATION OF 2019 DISCOUNTS

To ensure your discount continues without interruption, your application and required documentation must be received by **April 30, 2020.** If your application is received after April 30, 2020, your discount will be cancelled. Once your new application has been approved and processed, your discount will be applied, and your account will be credited back.

4. ELIGIBILITY REQUIREMENTS

Applicants must be:

- Low-income seniors, 62 years of age or older in 2020, (OR)
- Low-income permanently disabled persons receiving disability benefits from a government program such as the Social Security Administration and/or Veteran's Administration in 2020; AND
- Living at the address receiving services in 2020. Applicant's primary residence must be within the service area of City of Bellevue Utilities.
- Must meet the household income* guideline below:

Household Size in <u>2019</u>	Total Household Income* for <u>2019</u>
1 person	\$38,750
2 persons	\$44,300
3 persons	\$49,850
4 persons	\$55,350
5 persons	\$59,800
6 persons	\$64,250

* Income means "disposable income," as defined in RCW 84.36.383, plus all disability compensation and any and all gifts. Total household income is the total income for everyone living in the household during 2019. Examples of income and required documentation are described in the "How to Apply" section that follows.

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5. HOW TO APPLY

You must fill out and return a *2020 Utility Rate Discount Application* with required identification, residency, income and disability (if applicable) documentation. Applications are available online at bellevuewa.gov/utilityrelief or by calling Bellevue Utilities at 425-452-5285 to request an application. Applications may also be picked-up at the Bellevue City Hall Service First Desk and Crossroads Mini-City Hall. **Once you have the application package, the next steps are:**

1. Collect the necessary documents from the required document list below.
2. Complete the application. Read the "Important Information" statement, 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. Submit the completed and signed application with copies of all required documentation. Application packages **MUST** be received by City of Bellevue Utilities no later than 4:00 p.m., PST, on **Friday, October 30, 2020**. Late or incomplete applications cannot be processed. Applicants are encouraged to turn their applications in early to ensure timely processing.
 - If you are applying for the first time, or if it has been more than a year since you last qualified for the program (2018 or before), you **MUST** schedule an application appointment by calling 425-452-5285 and apply in person.
 - If you qualified for this program in 2019, you may return your application by mail to:
City of Bellevue/Utilities Customer Service ** P.O. Box 90012 ** Bellevue, WA 98009-9012.Submitting an application does not guarantee eligibility. Applications submitted without complete documentation cannot be processed.

6. REQUIRED DOCUMENTS Photocopies of the following must be provided with your signed application form:

- A. Proof of 2019 Income for each Member of Household.** Please provide photocopies of completed and signed 2019 Tax Return(s) and other 2019 statements/documentation* for EVERY person living with you in 2019 and for ALL income sources that apply to your household during 2019. Some examples of household income include, but are not limited to:
- | | |
|--|---|
| • Salary/Wages/Tips, etc. (W-2) | • Pension/Veteran's/Annuities (1099-R) |
| • Interest/Dividends (1099-INT/1099-DIV) | • Railroad Retirement Benefits (RRB-1099) |
| • Alimony/Spousal Maintenance (State/DSHS stmts.) | • Unemployment/Labor and Indus. (1099-G) |
| • Business Income, include rental property income and/or rental pymts. co-tenant (1040 + Sch. C) | • Social Security Statement (SSA, SSI, SSDI 1099) |
| • Capital Gains/Losses (1040 + Sch. D) | • Gifts/Cash |
| • IRA withdrawal (1099-R) | • Work Study Earnings |
| | • Military pay/benefits |
| | • Other |
- * If unable to provide income documentation from the original source, provide all 2019 bank stmts. to evidence deposits for the same.
- B. Identification for All 2019 Household Members Is Required.** Valid photo identification is required for each person living in your household in 2019. Acceptable forms of ID include: Driver's License, WA State ID card, Passport, or other government issued photo ID. For household members under the age of 18, submit a copy of their certified birth certificate. Please **DO NOT SEND ORIGINALS** as we cannot return or guarantee their safety. NOTE: **Expired ID will not be accepted.**
- C. Proof of 2020 Primary Residence Within Bellevue Service Area Is Required.** The qualifying person for relief must be named on the City of Bellevue Utilities account for which relief is requested.
- D. If Permanently Disabled, Proof of Disability 2020 Award and Earnings Is Required.** If you and/or any other member of your household are permanently disabled, you **MUST** provide a Benefit Verification Letter from a government program such as Social Security and/or Veterans' Administration specifically stating that recipient is entitled to and is receiving "disability" benefits in 2020. Documentation of disability income payments received during 2019 is also required.

7. FOLLOWING APPLICATION SUBMITTAL

Please note the following:

- Application processing at the onset of the program may take longer than 10 weeks due to extremely high application intake volume.
- Providing a complete application with all required documentation helps expedite processing.
- If your application is denied, you will be notified.
- Qualified applicants will see a utility rate discount applied to their utility bill once the application has been approved and processed. Republic Services, Inc. will be notified to implement the garbage service rate discount, if applicable.
- If applicant remains in the Utility Rate Relief Program throughout the year, a 2020 tax relief rebate will be automatically processed *without additional paperwork*. Tax rebate checks will be mailed in late December 2020.

The Utilities Department reserves the right to audit or request additional information related to any application or renewal to ensure eligibility and compliance with the program's requirements. The department may deny any application or renewal which contains any false or misleading representation of fact or may revoke eligibility for rate relief which was procured by fraud or by any false or misleading representation of fact. Any funds reimbursed or the difference in rates discounted as a result of fraud or false or misleading representation of fact by the applicant shall be returned to the City. The City may use any lawful means necessary to seek repayment of said funds. **NOTE: Applicants must promptly notify Bellevue Utilities if there is a change of address.**



For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-5285 (voice) or email UtilityRelief@bellevuewa.gov. For complaints regarding accommodations, contact City of Bellevue ADA/Title VI Administrator at 425-452-6168 (voice). If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.



BELLEVUE UTILITY RATE DISCOUNT APPLICATION - 2020

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Phone: 425-452-5285 Email: UtilityRelief@bellevuewa.gov
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OFFICE:
Date Rec'd: _____
Date Complete: _____
Signature: _____

OFFICE USE ONLY					
PIN:		INCOME:		F or P:	
CIS CYCLE:		D or S:		BATCH:	
MONTHS (1-12):		TAX PRORATION:		START DATE EXCEPTION:	
				<input type="checkbox"/> DD	
Check:					
<input type="checkbox"/> Incl List	<input type="checkbox"/> Signature	<input type="checkbox"/> Disability	<input type="checkbox"/> Income	<input type="checkbox"/> ID/Age	<input type="checkbox"/> Residency

- Applicant's Legal Name (print): _____

LAST NAME	FIRST NAME
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- Are you 62 years old or older? Yes No Birthdate: _____ Last 4 digits of SSN _____
- Do you pay a utility bill for water to the City of Bellevue? Yes No. If Yes, account # _____
If No, STOP. You do not have the correct application. Contact Bellevue Utilities for a Rate Rebate Application.
- Complete address for your Primary Residence _____
- Current mailing address (if different): _____
- Phone (with area code): _____ Email address: _____
- Do you: Own house/condo Rent house/condo
- Have you qualified for this program before? Yes. Year _____ No. If No, call for appointment.
- Are you permanently disabled and receiving disability benefits in 2020? Yes No If yes, evidence is required.
 If applying on behalf of a permanently disabled child, do disability benefits pay a portion of utility costs?
 Yes No
- How many people lived with you in your household in **2019**? _____ Print the names of each person below:

FIRST NAME (Legal Names Only)	LAST NAME	Date of Birth (mm/dd/yy)	Relationship to Applicant	Permanently Disabled? Yes or No (If Yes, provide evidence)
A.				
B.				
C.				
D.				
E.				
F.				

11. Did you or anyone living in your household in 2019 have income from any of the sources below during 2019? You MUST check the 'Yes' or 'No' box for each item below and provide documentation* to verify the same.

Y N

	Salary/Wages/Tips, etc. (W-2)
	Interest & Dividends (1099-INT/1099-DIV)
	Alimony/Spousal Maintenance (State/DSHS Stmts.)
	Capital Gains/Losses (1040 + Sch. D)
	Business Income, include rental income and/or rental payments from co-tenant (1040 + Sch. C)
	IRA withdrawal (1099-R)
	Pension/Veteran's Benefits/Annuities (1099-R)
	Railroad Retirement Benefits (RRB-1099)

Y N

	Unemployment/Labor and Industries (1099-G)
	Social Security (SSA, SSI, SSDI, 1099 Stmts.)
	Work Study Earnings (School Stmts.)
	Gifts/Cash – Explain:
	Military pay/benefits
	Other income for 2019 - Explain:
	Did you/member(s) of household file a 2019 Tax Return? Provide copy of <u>signed 1040 with all attachments.</u>

* If unable to provide income documentation from an original source, provide 2019 bank statements reflecting all deposits for the above.

12. Do you consent to have your contact information (name and mailing address) shared with other City of Bellevue departments to receive information about additional low-income assistance programs?

Yes No

CHECK LIST: Provide COPIES (no originals) of the following documents with your application. Applications cannot be processed without required documentation.

- Identification** – Valid picture identification for all persons 18 years and older who lived in the household during 2019. For those under the age of 18, submit a certified birth certificate. **Expired ID will not be accepted.**
- Income Documentation for 2019** (i.e., 2019 tax returns, statements, etc.) Evidence of all income for EACH household member living with you during 2019. Includes EVERY income source that was marked “yes” in Question 11.
- Proof of Permanent Disability** - If applicable, provide Benefit Verification Letter from a government program such as Social Security and/or VA, stating specifically that recipient is entitled to and is receiving “disability” funds in 2020. Documentation of 2019 disability income is also required.

How to Apply

1. Collect the required identification, residency, income, and disability (if applicable) documents. Applications submitted without complete documentation cannot be processed.
2. Fill out the application, read the “Important Information” statement. Sign and date the application.
3. Completed application and documentation must be received by City of Bellevue Utilities no later than **4:00 p.m., PST, on Friday, October 30, 2020**. Late or incomplete applications cannot be processed. Applicants are encouraged to submit their applications early to ensure timely processing.
 - If you are applying for the first time, or it has been more than a year since you last qualified for the program (2018 or before), you MUST schedule an application appointment by calling 425-452-5285 and apply in person.
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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 2020 Utility Rate Relief Program Guidelines for Utility Rate Discount (02/01/2020) 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 2019.
- That I understand the rate discount is for 2020 only and it is my responsibility to re-apply or renew my participation 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 repayment of the benefits received and further civil or criminal penalties.
- That I understand the City reserves the right to audit my records to determine my eligibility for the program.
- That I understand that if I receive utility relief and do not disclose all sources of disposable income for household members for 2019, the City may recover the actual cost of my utility bills for the period that I was not eligible.

Applicant Signature* _____ Date: _____

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

Office Use Only

Approved/Disapproved: _____ Date: _____

Verified: _____ Date: _____

Old CIS Multiplier Date: _____ New CIS Multiplier Date: _____

CIS Update – Initials: _____ Verified: _____

DISC Update - Initial: _____ Verified: _____

Application Denied: Over Income Doesn't Qualify Incomplete Paperwork Other: _____
 Updated CIS Logged Denied Added to 2020 mailing list

Office Notes: