



## Bellevue Utility Rate Relief Program

450 – 110th Ave NE, Bellevue, WA 98004

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

Phone: 425-452-5285 | Email: [UtilityRelief@bellevuewa.gov](mailto:UtilityRelief@bellevuewa.gov) | Web: [bellevuewa.gov/UtilityRelief](http://bellevuewa.gov/UtilityRelief)

Language line assistance provided upon request. TTY Relay: 711

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April 1, 2024

Dear Applicant:

The City of Bellevue is now accepting applications from low-income seniors and low-income permanently disabled persons for the **2024 Utility Rate Relief Program**.

Enclosed are materials for the 2024 Utility Rate *Rebate* for residents that pay for their utility services (water, wastewater and drainage) through rent or other third party. If you pay a utility bill directly to the City of Bellevue for these services, contact Bellevue Utilities for a Utility Rate Relief *Discount* Application.

This application packet includes:

- **2024 Utility Rate Rebate Program Guidelines.** It provides a program description, eligibility information, instructions on how to apply and submittal requirements.
- **2024 Utility Rate Rebate Application Form.** Please complete each section of the application with required details. Use the checklist to collect all necessary documentation. Remember to sign and date the form before turning in your paperwork.

There are two ways to apply for the program:

- By Mail – You may apply by mail. Please sign and date the application and include copies of all required documentation when returning your paperwork. Incomplete application forms or missing documentation will delay the processing of your application. Please return your paperwork in the return envelope included with this packet.
- Electronically - You may submit your application electronically by emailing [UtilityRelief@bellevuewa.gov](mailto:UtilityRelief@bellevuewa.gov) and requesting access to a secure folder where you may upload your scanned documents. Please do not email your documents.

All applications and required documentation must be received prior to the deadline of 4:00 p.m., PST, on **Wednesday, October 30, 2024**. Late applications and documentation will not be accepted.

**Please note:** Relief will not be issued until an application has been approved and processed. It can take 10 weeks to process an application but longer for incomplete applications and during peak application periods. Please review your application for completeness to avoid a slowdown and submit your application early to ensure timely processing before the deadline noted above.

If you have any questions, please call 425-452-5285. Language line assistance provided upon request. Assistance for hearing impaired: dial 711.

Sincerely,

Hana Abdulrahman | Program Administrator

Utility Rate Relief Program | City of Bellevue Utilities Utility Rate Relief Program



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](mailto: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 REBATE - 2024

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### GUIDELINES FOR UTILITY RATE REBATE

NOTE: If you currently pay a utility bill directly to the City of Bellevue and are seeking a reduction in 2024 utility costs, please visit the website noted above or call the Bellevue Utilities contact phone number to get a 2024 Rate Discount 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 can get a rebate of 70% off their basic 2023 water, wastewater, and drainage costs previously paid through rent or other third party by qualifying for this program. Residents MUST apply or renew their participation for the 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 out in late December 2024.

NOTE: Programs are based on available funding and are 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 **Wednesday, October 30, 2024**.

#### 3. ELIGIBILITY CRITERIA

Applicants for Bellevue’s 2024 Utility Rate Relief *Rebate* must be:

- Low-income seniors, 62 years of age or older during 2023; (OR)
- Low-income permanently disabled persons receiving disability benefits from a government program such as Soc. Sec. and/or Veteran’s Admin. in 2023; AND
- Living at the address receiving services in 2023. Address MUST be within the service area of City of Bellevue Utilities.
- Must meet the household income guidelines below.

Household Size in <u>2023</u>	Total Household Income* for <u>2023</u>
1 person	\$47,950
2 persons	\$54,800
3 persons	\$61,650
4 persons	\$68,500
5 persons	\$74,000
6 persons	\$79,500

\* Income means “disposable income” as defined in RCW 84.36.383, plus all gifts and disability benefits. Total household income is the total income for everyone living in your household during 2023. Examples of income and required documentation are described in the “How to Apply” section.

## 4. HOW TO APPLY

You must fill out and return a *2024 Utility Rate Rebate Application* with required identification, residency, income, housing assistance, and disability (if applicable) documentation. Applications are available online at [bellevuewa.gov/utilityrelief](http://bellevuewa.gov/utilityrelief) or you may call Bellevue Utilities at 425-452-5285 to request an application.

### Once you have the application, the next steps are:

1. Collect the necessary documents from the required document list.
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. Turn in the completed and signed application with all documentation. Application packages **MUST** be received by City of Bellevue Utilities no later than 4:00 p.m., PST, on **Wednesday, October 30, 2024**. Late or incomplete applications cannot be processed. Applicants are encouraged to turn their applications in early to ensure timely processing. There are two ways to apply for the program:
  - By Mail -You may apply by mail. Please sign and date the application and include copies of all required documentation when returning your paperwork. Incomplete application forms or missing documentation will delay the processing of your application. Please return your paperwork in the return envelope included with this packet.
  - Electronically - You may submit your application electronically by emailing [UtilityRelief@bellevuewa.gov](mailto:UtilityRelief@bellevuewa.gov) and requesting access to a secure folder where you may upload your scanned documents. Please do not email your documents.

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

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

- A. Proof of 2023 (previous year) Income for each Member of Household. Please provide photocopies of completed and signed 2023 Tax Returns and other 2023 statements/documentation\* for EVERY person living with you in 2023 and for ALL income sources that apply to your household during 2023. Some examples of household income include, but are not limited to:

- Salary/Wages/Tips, etc. (W-2)
- Interest/Dividends (1099-INT/1099-DIV)
- Alimony/Spousal Maintenance (State/DSHS stmts.)
- Business Income, include rental property income and/or rental pymts. co-tenant (1040 + Sch. C)
- Capital Gains/Losses (1040 + Sch. D)
- IRA withdrawal (1099-R)
- Pension/Veteran's/Annuities (1099-R)
- Railroad Retirement Benefits (RRB-1099)
- Unemployment/Labor and Indus. (1099-G)
- Social Security Statement (SSA, SSI, SSDI 1099)
- Gifts/Cash
- Work Study Earnings
- Military pay/benefits
- Other

*\* If unable to provide income documentation from the original source, provide all 2023 bank stmts. to evidence deposits for the same.*

- B. Identification of All 2023 Household Members Is Required.** Valid photo identification is required for each person living in your household in 2023. 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. **Do not submit copies of Social Security cards.** Please DO NOT SEND ORIGINALS as we cannot return or guarantee their safety. NOTE: **Expired ID will not be accepted.**
- C. Proof of 2023 Primary Residence Within Bellevue Service Area Is Required.** Please provide a copy of your Puget Sound Energy (PSE) bill for January 2024. Include a copy of each page as we must verify your name, address and the energy usage bar graph that details the prior year's history. If you do not have an account with PSE, please provide a signed Lease Agreement effective for each month of 2023. If necessary, you can request a Landlord/Tenant Form, which may be completed by your landlord.
- D. Proof of 2023 Housing Assistance (if applicable).** If you received housing assistance in 2023, please provide evidence showing the amount of assistance and the tenant payment.
- E. If Permanently Disabled, Proof of 2023 Disability Award and Earnings Is Required.** If you and/or another 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 the recipient was entitled to and was receiving 2023 "disability" benefits. Documentation of disability income payments received during 2023 is also required.

## 6. FOLLOWING APPLICATION SUBMITTAL

Please note the following:

- This process can take 10 weeks or longer.
- Providing a complete application package with signature and all required documentation helps expedite processing.
- If your application is approved, a rebate check will be mailed to the address noted on your application.
- If applicant remains in the Utility Rate Relief Program throughout the year, a tax relief rebate will be automatically processed *without additional paperwork*. Tax rebate checks will be mailed in late December 2024.
- If your application is denied, you will be notified.

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](mailto: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 Rebate Application 2024

OFFICE USE:  
 Date Received: \_\_\_\_\_  
 Date Complete: \_\_\_\_\_  
 Status: \_\_\_\_\_  
 Initial: \_\_\_\_\_

450 110th Ave NE, Bellevue, WA 98004  
 Mailing: PO Box 90012, Bellevue, WA 98009-9012  
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**OFFICE USE ONLY**

Pin: \_\_\_\_\_ Income: \_\_\_\_\_ F or P: \_\_\_\_\_  
 CIS Cycle: \_\_\_\_\_ Tax Proration: \_\_\_\_\_ Batch: \_\_\_\_\_  
 Months (1-12): \_\_\_\_\_ D or S: \_\_\_\_\_ Start Date Exception: \_\_\_\_\_

**Check:**  
 Incl List     Signature     Disability     Income     ID/Age     Residency

1. Applicant's Legal Name (print): \_\_\_\_\_  
LAST NAME FIRST NAME

2. Are you 62 years or older?     Yes     No    Birthdate: \_\_\_\_\_

3. Complete address for your Primary Residence:

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

CITY STATE ZIP CODE

4. Current mailing address (if different):

\_\_\_\_\_

STREET ADDRESS

\_\_\_\_\_

CITY STATE ZIP CODE

5. Name of apartment/condo complex (if applicable): \_\_\_\_\_

6. Phone (with area code): \_\_\_\_\_ Email address: \_\_\_\_\_

▶ Phone Type:     Mobile     Home     Work  
 ▶ Carrier:         AT&T         T-Mobile     Sprint         Verizon         Virgin Mobile

7. Do you:  Own house/condo  Rent house / condo / apartment
8. Do you pay a utility bill for water to the City of Bellevue?  Yes  No  
 ▶ **If Yes, STOP.** You do not have the correct application. Contact Bellevue Utilities for a Rate *Discount* Application.
9. Have you qualified for this program before?  Yes - Year: \_\_\_\_\_  No
10. Did you receive housing assistance in 2023?  Yes  No  
 ▶ **If yes,** provide evidence showing the amount of assistance and tenant payment.
11. Were you permanently disabled and receiving disability benefits in 2023?  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
12. How many people lived with you in your household in 2023? \_\_\_\_\_

**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? (If Yes, provide evidence)
A.					<input type="checkbox"/> Yes <input type="checkbox"/> No
B.					<input type="checkbox"/> Yes <input type="checkbox"/> No
C.					<input type="checkbox"/> Yes <input type="checkbox"/> No
D.					<input type="checkbox"/> Yes <input type="checkbox"/> No
E.					<input type="checkbox"/> Yes <input type="checkbox"/> No
F.					<input type="checkbox"/> Yes <input type="checkbox"/> No

**13. Did you or anyone living in your household in 2023 have income from any of the sources below during 2023? You MUST check the 'Yes' or 'No' box for each item below and provide documentation\* to verify the same.**

Source of Income	Required Document	
Salary/Wage/Tips, etc.	W-2	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interest and Dividends	1099-INT/1099-DIV	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alimony/Spousal Maintenance	State/DSHS Statements	<input type="checkbox"/> Yes <input type="checkbox"/> No

Source of Income	Required Document	
Capital Gains/Losses	1040 + Schedule D	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Income, include rental income and/or rental payments from co-tenant	1040 + Schedule C	<input type="checkbox"/> Yes <input type="checkbox"/> No
IRA withdrawal	1099-R	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pension/Veteran's Benefits/Annuities	1099-R	<input type="checkbox"/> Yes <input type="checkbox"/> No
Railroad Retirements Benefits	RRB-1099	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unemployment/Labor and Industries	1099-G	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social Security	SSA,SSI, SSDI, 1099 Statements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Work Study Earnings	School Statements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Gifts/Cash - <b>Explain:</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Housing Assistance	KCHA, Section 8	<input type="checkbox"/> Yes <input type="checkbox"/> No
Military pay/benefits	Statement/Other proofs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Income for 2023:	Supporting Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you/member(s) of household file a 2023 Tax Return?	<b>Provide copy of signed 1040 with all attachments.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*If unable to provide income documentation from an original source, provide 2023 bank statements reflecting all deposits for the above.

14. Do you prefer to receive future notices, applications, or renewal forms in a language other than English?  Yes  No

▶ If yes, please select your preferred language:

- Spanish   
 Chinese Traditional   
 Japanese   
 Korean   
 Vietnamese  
 Russian   
 Hindi   
 Other (please specify) \_\_\_\_\_

15. Do you consent to have your contact information (name and mailing address) shared with other City of Bellevue departments to receive information about other 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 2023. For those under the age of 18, submit a certified birth certificate. Expired ID will not be accepted.
- Proof of 2023 Residency:** Puget Sound Energy bill (Jan. 2024) showing your name, address, and usage graph for January-December 2023 OR Lease/Rental Agreement for all months of 2023 OR have landlord complete our Landlord/Tenant Form (available upon request).
- Income Documentation for 2023** (i.e. 2023 tax returns, statements, etc.) Evidence of all income for EACH household member living with you during 2023. Includes EVERY income source that was marked “yes” in Question 13.
- Proof of Housing Assistance for 2023:** If you received housing assistance for 2023, evidence must be provided. This needs to include the amount of assistance paid by KCHA or Section 8 and the amount of rent paid by you.
- 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 was entitled to and received “disability” benefits in 2023. Documentation of 2024 disability income is also required.

## HOW TO APPLY

1. Collect the required identification, residency, income, housing assistance, 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 p.m. PST, Wednesday, October 30, 2024**. Late or incomplete applications cannot be processed. Applicants are encouraged to submit their applications early to ensure timely processing. You may submit your application by:
  - **Mail:** Return your application by mail to:  
City of Bellevue Utilities, PO Box 90012, Bellevue, WA 98009-9012; or
  - **Electronically:** Submit your application electronically by emailing [UtilityRelief@bellevuewa.gov](mailto:UtilityRelief@bellevuewa.gov) and requesting access to a secure folder where you may upload your scanned documents. Please do not email your documents.

## 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 2024 Utility Rate Relief Program Guidelines for Utility Rate Rebate (4/01/2024) 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 2023.
- That I understand the rate rebate is for charges paid in 2023 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 to repayment of funds 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 2023, the City may recover the funds received 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.*

