City of Bellevue
Utility Rate Relief Program
450 – 110th Ave NE
P.O. Box 90012 - Bellevue, WA 98009-9012
Phone: 425-452-5285 Fax: 425-452-7669

February 1, 2014

Dear Applicant:

The City of Bellevue is now accepting applications from low-income seniors and low-income permanently disabled persons for the **2014 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 2014 Utility Rate Relief *Rebate*. These materials apply primarily to residents that pay for their utility services (water, wastewater and drainage) through their rent or other third party. Please read 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 application packet includes:

- **2014 Utility Rate Relief Rebate Program Guidelines.** Provides program description, eligibility information, and instructions on how to apply. Please read this before completing the application for important requirements and changes.
- **2014 Utility Rate Relief Rebate Application Form.** Please complete each section of the application with the details required. Include all necessary documentation and remember to sign and date the form before turning it in.

There are two ways to apply for the program:

1. **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 (2012 or before), you must apply in person. Please schedule an application appointment by calling 425-452-5285.

2. **By Mail** – If you were qualified for the program in 2013, you may re-apply by mail. Be sure to include photocopies of required identification, residency, 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 and necessary documentation must be received at downtown Bellevue City Hall prior to the program deadline of 4:00 p.m. on Friday, October 31, 2014. Late applications will not be accepted.

Note: It can take 6-8 weeks to process applications. Applicants are encouraged to get their applications in early in the program year to ensure timely processing.

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 98009-9012

2014 Utility Rate Relief Program – RATE REBATE

Phone: 425-452-5285
Fax: 425-452-7669
www.bellevuewa.gov/utilityrelief.htm

GUIDELINES FOR UTILITY RATE REBATE

NOTE: These 2014 Program Guidelines apply only to Bellevue residents seeking a rate rebate on 2013 utility costs for water, wastewater, and drainage services. If these City of Bellevue services were paid indirectly by you through rent or other 3rd party, this is the correct application packet for you. However, if you currently pay a utility bill directly to the City of Bellevue and are seeking a reduction in 2014 costs, this is not the appropriate application. Instead, please 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 rebate of up to 75% off their 2013 water, wastewater, and drainage costs by qualifying for this program. Residents MUST apply 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 are based on an applicant's continued participation in the Rate Relief Program. Rebate checks are mailed by the City in late December.

NOTE: 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 no later than 4:00 p.m., Friday, October 31, 2014. To be considered for approval, your application and all required documentation must be received at downtown Bellevue City Hall before this deadline.

NOTE: It can take 6-8 weeks to process applications.

Applicants are encouraged to turn their applications in early in the program year to ensure timely processing.

APPLICATION PROCESSING

Rebates are only distributed after an application has been processed and approved. Please note that at the onset of the program, processing may take as much as 6-8 weeks due to extremely high application intake volume. You can help facilitate your application processing by ensuring it is complete with signature and includes all required verification and documentation.

ELIGIBILITY CRITERIA

Applicants for Bellevue's 2014 Utility Rate Relief *Rebate* must be:

- Low-income seniors, 62 years of age or older during 2013; (OR)
- Low-income permanently disabled persons receiving disability benefits from Soc. Sec. and/or Veteran's Admin. in 2013; AND
- Living at the address receiving services in 2013. Address MUST be within the service area of City of Bellevue Utilities.
- Must meet the household income guidelines below. *(NOTE: We are asking for income details from 2012. This is not an error. It is necessary to review this year for income qualification purposes.)*

Household Size in 2012	Total Household Income for 2012
1 person	$30,070
2 persons	$34,370
3 persons	$38,680
4 persons	$42,980
5 persons	$46,400
6 persons	$49,880

* Income means "disposable income" as defined in RCW 84.36.383, plus any and all gifts.
Total household income is the total income for everyone living in your household during 2012.
Examples of income and required documentation are described in the "How to Apply" section below.

(see reverse side)

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 may also be picked-up at the Bellevue City Hall Service First desk, Crossroads Mini-City Hall, and Factoria Police Station. **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 the completed and signed application with all documentation. Application packages MUST be received by City of Bellevue Utilities at downtown Bellevue City Hall, no later than 4:00 p.m. on Friday, October 31, 2014. Late or incomplete applications cannot be processed. Applicants are encouraged to turn their applications in early in the program year 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 (2012 or before), you MUST schedule an application appointment by calling 425-452-5285 and apply in person.
   - If you qualified for this program in 2013, you may return your application by mail to:
     City of Bellevue/Utilities Customer Service, PO Box 90012, Bellevue, WA 98009-9012.

Submitting an application does not guarantee 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 2012 Income for each Member of Household. Please bring or mail photocopies of completed and signed 2012 Tax Returns and other 2012 statements/documentation* for EVERY person living with you in 2012 and for ALL income sources that apply to your situation during 2012. 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
- Unemployment/Labor and Industries *(1099-G)*
- Social Security Statement, *(SSA, SSI, or SSDI-1099)*
- Housing Assistance *(Section 8, HUD , Other Cert.)*
- Gifts/Cash
- Work Study Earnings
- Military pay/benefits
- Other

** If unable to provide income documentation from the original source, provide all 2012 bank stmts. to evidence deposits for the same.*

B. Identification of All 2012 Household Members Is Required. Valid photo identification is required for each person living at your household in 2012. 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 2013 Primary Residence Within Bellevue Service Area Is Required. Please provide a copy of your Puget Sound Energy bill for January, 2014. Include a copy of each page as we must verify your name, address, and the energy usage bar graph that details the past year's history. If you do not have an account with PSE, please provide a signed Lease Agreement effective for each month of 2013. If necessary, you can request a Landlord/Tenant Form, which may be completed by your landlord.

D. If Permanently Disabled, Proof of Disability Award and Earnings Is Required. If you and/or any other member of your household is disabled, you MUST provide a "benefit award letter" from Social Security and/or Veterans' Administration specifically showing the date of entitlement to "disability" benefits. Documentation of disability income payments received during 2012 is also required.

Following Application Submittal

Your application will be reviewed for eligibility. Please be aware that this process can take 6- 8 weeks, especially at the onset of the program. Providing a complete application package with required documentation helps expedite processing. You may receive a phone call or letter from Bellevue Utilities if clarification or additional information is required. 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, 2014.

NOTE: Applicants must promptly notify Bellevue Utilities if there is a change of address.

(see reverse side)

City of Bellevue
UTILITY RATE RELIEF REBATE APPLICATION

Program Year 2014

450 110TH Ave NE
P.O. Box 90012, Bellevue, WA 98009-9012
P: 425-452-5285 – F: 425-452-7669 – TTY: dial 711

1. Applicant's Legal Name (print): _____ _____
   FIRST NAME LAST NAME
2. Were you 62 years old in 2013? ☐Yes ☐ No Birthdate:_____ Last 4 digits of Social Security # _____
3. Current address of your Primary Residence: _____
4. Current mailing address (if different): _____
5. Phone (with area code):_____ Email address:_____
6. Provide your address in 2013 (if different): _____
7. Name of apartment/condo complex (if applicable):_____
8. Did you pay a utility bill to the City of Bellevue? ☐ Yes ☐ No.

   If Yes, STOP. You do not have the correct application. Contact Bellevue Utilities for a Rate Relief *Reduction* Application.
10. Did you get a housing subsidy? ☐Yes ☐No. If Yes, which applies: ☐Section 8☐ HUD ☐Other _____
11. Have you qualified for this program before? ☐ Yes. Year _____ ☐No. If no, call for applicant appointment.
12. Were you permanently disabled and receiving disability benefits (Soc. Sec. or Veteran's) in January 2013?☐ Yes ☐ No

    If no, when did you start receiving disability benefits? _____

    If applying on behalf of a permanently disabled child, do disability benefits pay a portion of utility costs? ☐ Yes ☐ No
13. **How many people lived in your household in 2012? _____ List everyone who lived with you in 2012 below:**

FIRST NAME (Use legal names. No Nicknames.)	LAST NAME	Date of Birth (mm/dd/yy)	Relationship to Applicant
A.			
B.			
C.			
D.			
E.			
F.			

14 . **Did you or anyone living in your household in 2012 have income from any of the sources below during 2012? You MUST check the Yes or No box for each item below and provide documentation* to verify the same.**

Y	N			Y	N		
		Salary/Wages/Tips, etc.	*(W-2)*			Unemployment / Labor and Industries	*(1099-G)*
		Interest & Dividends	*(1099-INT/1099-DIV)*			Social Security	*(SSA, SSI, SSDI,1099 Stmts)*
		Alimony/Spousal Maintenance	*(State/DSHS Stmts)*			Housing Assistance	*(Section 8, HUD, other Stmts)*
		Capital Gains/Losses	*(1040 + Sch. D)*			Work Study Earnings	*(School Stmts)*
		Business Income, include rental income and/or rental payments from co-tenant	*(1040 + Sch. C)*			Gifts/Cash – Explain:	
		IRA withdrawal	*(1099-R)*			Military pay/benefits	
		Pension/Veteran's Benefits/Annuities	*(1099-R)*			Other income for 2012:	
		Railroad Retirement Benefits				Did you/member(s) of household file a 2012 Tax Return? **Provide copy of signed 1040 with all attachments.**	

* If you are unable to provide income documentation from an original source, you will need to provide 2012 bank statements reflecting all deposits for the above.

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Provide COPIES (no originals) of the following documents with your application. Applications cannot be processed without them.

☐ **Identification** – Valid picture identification for all persons 18 years and older who lived in the household during 2012. For those under the age of 18, submit a certified birth certificate.

☐ **Proof of 2013 Residency** – Puget Sound Energy bill (Jan. 2014) showing your name, address, and usage graph OR, Lease/Rental Agreement for 2013; OR, have landlord completed our Landlord/Tenant Form.

☐ **Income documentation for 2012** *(i.e., 2012 tax returns, statements, etc.)* Evidence of all income for EACH household member living with you during 2012. Includes EVERY income source that was marked "yes" in Question 14.

☐ **Proof of Disability** - If applicable, provide "benefit award letter" from Social Security and/or VA, which includes the date of eligibility for disability benefits. Must also provide documentation of disability income payments received during 2012.

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 2014 Utility Rate Relief Program Guidelines for Utility Rate Relief Rebate (2/01/2014) 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 2012.***
- ***That I understand the rate rebate is for charges paid in 2013 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 2012, the City may recover the actual cost of my utility bills for the period that I was not eligible.***

Signed this _____ day of _____, 2014 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. Sign and date the application.
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