



**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

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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 Bellevue's 2014 Utility Rate Relief Reduction (discount) for residents that pay their utility service billings (water/wastewater/drainage) directly to the City of Bellevue. Please read carefully to ensure you have a packet that applies to your situation. If your utility charges are included in your rent, or are paid through a 3<sup>rd</sup> party, contact Bellevue Utilities for a Utility Rate Relief Rebate Application. This application packet includes:

- **2014 Utility Rate Relief Reduction Program Guidelines.** Provides program description, eligibility information, and instructions on how to apply. Please read carefully before completing the application for important requirements and changes.
- **2014 Utility Rate Relief Reduction 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 deliver your completed paperwork in the return envelope provided with this packet.

Whether you apply in person (by appointment) 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 REDUCTION**  
 Phone: 425-452-5285  
 Fax: 425-452-7669  
[www.bellevuewa.gov/utilityrelief.htm](http://www.bellevuewa.gov/utilityrelief.htm)

## GUIDELINES FOR UTILITY RATE REDUCTION

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 (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 Rate Relief Rebate 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 that pay their bills directly to the City of Bellevue can get a reduction of up to 75% off the cost of 2014 water, wastewater, and drainage services by qualifying for this 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 are based on an applicant's continued participation in the Rate Relief Program. Rebate checks will be mailed by the City in late December 2014. In addition, approved residents also qualify for a rate reduction on garbage service. Garbage bill reductions are implemented by Republic Services, Inc.

NOTE: Programs are based on available funding and subject to change without notice.

### **APPLICATION DEADLINE**

The deadline for applying for a utility rate reduction is Friday, October 31, 2014, at 4:00 pm. 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.

### **EXPIRATION OF 2013 DISCOUNTS**

Applicants currently receiving discounted utility bills are encouraged to re-apply as early as possible. The 2013 discount applies to utility services through 2/28/14. If your existing discount expires before receiving 2014 program approval, payment will be due in full. Once your new application has been processed and approved, your account will be credited back to the March 1, 2014 program start date or alternative date as necessary. Please note that application processing at the onset of the program may take 6-8 weeks due to extremely high application intake volume. Providing a complete application package with required documentation helps expedite processing.

### **ELIGIBILITY CRITERIA**

Applicants must be:

- Low- income seniors, 62 years of age or older in 2014, (OR)
- Low-income permanently disabled persons receiving disability benefits from Soc. Sec. and/or Veteran's Admin. in 2014; AND
- Living at the address receiving services in 2014, with your name on the utility bill. Your primary residence must be within the service area of City of Bellevue Utilities.
- Must meet the household income\* guideline below:

Household Size in 2013	Total Household Income* for <u>2013</u>
1 person	\$30,370
2 persons	\$34,720
3 persons	\$39,070
4 persons	\$43,410
5 persons	\$46,860
6 persons	\$50,380

\* 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 the household during 2013. 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 Reduction Application* with required identification, residency, and income documentation. Applications are available on-line at [www.bellevuewa.gov/utilityrelief.htm](http://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 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, 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 2013 Income for each Member of Household.** Please bring or mail photocopies of completed and signed 2013 Tax Returns and other 2013 statements/documentation\* for EVERY person living with you in 2013 and for ALL income sources that apply to your situation during 2013. Some examples of household income include, but are not limited to:
- |   |                     |   |
|---|---------------------|---|
| • Salary/Wages/Tips, etc.   | (W-2)               | • Railroad Retirement Benefits                        |
| • Interest/Dividends  | (1099-INT/1099-DIV) | • Unemployment/Labor and Industries (1099-G)          |
| • Alimony/Spousal Maintenance   | (State/DSHS Stmt)   | • Social Security Statement, (SSA, SSI, or SSDI-1099) |
| • Business Income, include rental property income and/or rental pymts co-tenant | (1040 + Sch. C)     | • Housing Assistance (Section 8, HUD, Other Cert's)   |
| • Capital Gains/Losses  | (1040 + Sch. D)     | • Gifts/Cash  |
| • IRA withdrawal  | (1099-R)            | • Work Study Earnings                                 |
| • Pension/Veteran's/Annuities   | (1099-R)            | • Military pay/benefits                               |
|   |                     | • Other   |

\* If unable to provide income documentation from the original source, provide all 2013 bank stmts. to evidence deposits for the same.

- B. Identification of All 2013 Household Members Is Required.** Valid photo identification is required for each person living at your household in 2013. 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 2014 Primary Residence Within Bellevue Service Area Is Required.** Provide a copy of your most recent 2014 City of Bellevue utility bill or Puget Sound Energy bill with graph to evidence that your address is within Bellevue Utilities service area.
- 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 2013 is also required.

## FOLLOWING APPLICATION SUBMITTAL

To best serve all our customers, your application and income documentation will be reviewed for eligibility in the order in which it was received. Please be aware that this process can take 6-8 weeks, particularly during periods of extremely high application intake volume. Complete and accurate application packages are helpful. You may receive a phone call or letter from Bellevue Utilities if clarification or additional information is required. Qualified applicants will see a utility rate reduction applied to their utility bill once the application has been processed and approved. Republic Services will then be notified to implement the garbage service rate reduction. 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)

2/01/2014



**City of Bellevue  
UTILITY RATE RELIEF REDUCTION APPLICATION**

**Program Year 2014**

450 110<sup>TH</sup> 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. Are you 62 years old or older?  Yes  No Birthdate: \_\_\_\_\_ Last 4 digits of Social Security # \_\_\_\_\_
3. Current address of your Primary Residence: \_\_\_\_\_
4. Current mailing address (if different): \_\_\_\_\_
5. Name of apartment/condo complex (if applicable): \_\_\_\_\_
6. Phone (with area code): \_\_\_\_\_ Email address: \_\_\_\_\_
7. Do you:  Own house/condo  Rent house/condo/apartment
8. Do you pay a utility bill to the City of Bellevue?  Yes  No. If Yes, provide account #: \_\_\_\_\_  
 If No, STOP. You do not have the correct application. Contact Bellevue Utilities for a Rate Relief Rebate Application.
8. Have you qualified for this program before?  Yes. Year \_\_\_\_\_  No. If no, call for applicant appointment.
10. Are you permanently disabled and receiving disability benefits (Soc. Sec. or Veteran's) in 2014?  Yes  No  
 If applying on behalf of a permanently disabled child, do disability benefits pay a portion of utility costs?  Yes  No
11. Do you get a housing subsidy?  Yes  No. If Yes, which applies:  Section 8  HUD  Other \_\_\_\_\_
12. How many people lived in your household in 2013? \_\_\_\_\_
13. **Print a list of everyone who lived in your household in 2013:**

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

**14. Did you or anyone living in your household in 2013 have income from any of the sources below during 2013?  
 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 2013:
		Railroad Retirement Benefits			Did you/member(s) of household file a 2013 Tax Return? <b>Provide copy of signed 1040 with all attachments.</b>

\* If you are unable to provide income documentation from an original source, you will need to provide 2013 bank statements reflecting all deposits for the above.  
 (see reverse side)

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 2013. For those under the age of 18, submit a certified birth certificate.
- Proof of Residency** – Most recent City of Bellevue utility bill or Puget Sound Energy bill showing your name, address, and usage graph for 2014.
- Income documentation for 2013** (i.e., 2013 tax returns, statements, etc.) Evidence of all income for EACH household member living with you during 2013. 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 2013.

### 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 Reduction (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 2013.*
- *That I understand the rate reduction is for 2014 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 2013, 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

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2. Fill out the application, read the “Important Information” statement. Sign and date the application.
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