



**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  
Web: [www.bellevuewa.gov/utilityrelief.htm](http://www.bellevuewa.gov/utilityrelief.htm)

---

February 1, 2017

Dear Applicant:

The City of Bellevue is now accepting applications from low-income seniors and low-income permanently disabled persons for the **2017 Utility Rate Relief Program**. Applications must be submitted every year, even if you have been in the program in the past.

Enclosed are materials for the 2017 Utility Rate Relief *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 *Reduction* Application.

This application packet includes:

- **2017 Utility Rate Relief Rebate Program Guidelines.** It provides a program description, eligibility information, instructions on how to apply and submittal requirements.
- **2017 Utility Rate Relief Rebate Application Form.** Please complete each section of the application with required details. Use the checklist on the back side 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:

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 (2015 or before), you must apply in person. Please call 425-452-5285 to schedule an appointment.
2. **By Mail** – If you were qualified for the program in 2016, you may re-apply by mail. Be sure to fully complete, sign and date the application before returning it with photocopies (no originals) of required documentation for your identification, residency, household income and disability (if applicable). An incomplete application, or one missing required documentation, cannot be processed. Return your completed paperwork in the return envelope provided with this packet.

Whether you apply in person (by appointment) or by mail, all applications and required documentation must be received at downtown Bellevue City Hall prior to the program deadline of 4:00 p.m., PST, on Tuesday, October 31, 2017. Late applications will not be accepted.

Note: It can take 8 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 in the year to ensure timely processing before the deadline noted above.

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

Page Intentionally left blank.  
Guidelines and application follow below.

---



**City of Bellevue**  
 P.O. Box 90012  
 Bellevue, WA 98009-9012

**2017 Utility Rate Relief Program – RATE REBATE**

Phone: 425-452-5285  
 Fax: 425-452-7669

[www.bellevuewa.gov/utilityrelief.htm](http://www.bellevuewa.gov/utilityrelief.htm)

**GUIDELINES FOR UTILITY RATE REBATE**

NOTE: These guidelines apply only to Bellevue area residents seeking a rate rebate on 2016 utility costs for water, wastewater and drainage services. If these City of Bellevue services were paid indirectly by you through rent or other third 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 2017 utility 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 2017 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 2016 water, wastewater, and drainage costs previously paid through rent or other third party 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 will be mailed out in late December 2017.

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., PST, Tuesday, October 31, 2017. 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 8 weeks to process applications, longer for incomplete applications and during peak application periods. 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 application processing at the onset of the program may take longer than 8 weeks due to incomplete applications and extremely high application intake volume. Providing a complete application with all required documentation helps expedite processing.

**ELIGIBILITY CRITERIA**

Applicants for Bellevue's 2017 Utility Rate Relief *Rebate* must be:

- Low-income seniors, 62 years of age or older during 2016; (OR)
- Low-income permanently disabled persons receiving disability benefits from Soc. Sec. and/or Veteran's Admin. in 2016; AND
- Living at the address receiving services in 2016. 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 2015. This is not an error. It is necessary to review this year for income qualification purposes.)

Household Size in <u>2015</u>	Total Household Income for <u>2015</u>
1 person	\$31,030
2 persons	\$35,480
3 persons	\$39,910
4 persons	\$44,350
5 persons	\$47,890
6 persons	\$51,470

\* 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 2015. 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 *2017 Utility Rate Relief Rebate Application* with required identification, residency, income and disability (if applicable) documentation. Applications are available online 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, 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. 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., PST, on Tuesday, October 31, 2017. 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 if it has been more than a year since you last qualified for the program (2015 or before), you **MUST** schedule an application appointment by calling 425-452-5285 and apply in person.
  - If you qualified for this program in 2016, 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.

## REQUIRED DOCUMENTS

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

- A. Proof of 2015 Income for each Member of Household. Please bring or mail photocopies of completed and signed 2015 Tax Returns and other 2015 statements/documentation\* for EVERY person living with you in 2015 and for ALL income sources that apply to your situation during 2015. Some examples of household income include, but are not limited to:
- |  |                     |                                     |                               |
|--|---------------------|-------------------------------------|-------------------------------|
| • Salary/Wages/Tips, etc.  | (W-2)               | • Railroad Retirement Benefits      | (RRB-1099)                    |
| • Interest/Dividends   | (1099-INT/1099-DIV) | • Unemployment/Labor and Industries | (1099-G)                      |
| • Alimony/Spousal Maintenance  | (State/DSHS Stmts.) | • Social Security Statement         | (SSA, SSI, SSDI, 1099)        |
| • Business Income, include rental property income and/or rental pymts. co-tenant | (1040 + Sch. C)     | • Housing Assistance                | (Section 8, HUD, Other Cert.) |
| • 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 2015 bank stmts. to evidence deposits for the same.

- B. Identification of All 2015 Household Members Is Required. Valid photo identification is required for each person living in your household in 2015. 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 2016 Primary Residence Within Bellevue Service Area Is Required. Please provide a copy of your Puget Sound Energy (PSE) bill for January 2017. 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 2016. If necessary, you can request a Landlord/Tenant Form, which may be completed by your landlord.
- D. If Permanently Disabled, Proof of 2016 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 Social Security and/or Veterans' Administration specifically stating the recipient was entitled to and was receiving 2016 "disability" benefits. If applicable, documentation of disability income payments received during 2015 is also required.

## FOLLOWING APPLICATION SUBMITTAL

Your application will be reviewed for eligibility. Please be aware that this process can take 8 weeks or longer at the onset of the program. Providing a complete application package with signature and all 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 2017. If your application is denied, you will be notified.

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

(see reverse side)

2/01/2017



# BELLEVUE UTILITY RATE RELIEF REBATE APPLICATION 2017

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

www.bellevuewa.gov/utilityrelief.htm

OFFICE:  
Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Signature: \_\_\_\_\_

- Applicant's Legal Name (print): \_\_\_\_\_  
FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_
- Were you 62 years old or older in 2016?  Yes  No Birthdate: \_\_\_\_\_ Last 4 digits of Social Security # \_\_\_\_\_
- Complete address of your Primary Residence: \_\_\_\_\_
- Current mailing address (if different): \_\_\_\_\_
- Phone (with area code): \_\_\_\_\_ Email address: \_\_\_\_\_
- Provide your address in 2016 (if different): \_\_\_\_\_
- Name of apartment/condo complex (if applicable): \_\_\_\_\_
- Did you pay a utility water bill to the City of Bellevue in 2016?  Yes  No.  
If Yes, STOP. You do not have the correct application. Contact Bellevue Utilities for a Rate Relief Reduction Application.
- Have you qualified for this program before?  Yes. Year? \_\_\_\_\_  No. If No, call for applicant appointment.
- Did you get a housing subsidy in 2015?  Yes  No. If Yes, which applies:  Section 8  HUD  Other \_\_\_\_\_
- Were you permanently disabled and receiving disability benefits in 2016?  Yes  No  
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 2015? \_\_\_\_\_ List the names of each person below:

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

- Did you or anyone living in your household in 2015 have income from any of the sources below during 2015?  
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)
		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

Y	N	
		Unemployment / Labor and Industries (1099-G)
		Social Security (SSA, SSI, SSDI, 1099 Stmts.)
		Housing Assistance Section 8, HUD, other Stmts.)
		Work Study Earnings (School Stmts.)
		Gifts/Cash – Explain:
		Military pay/benefits
		Other income for 2015:
		Did you/member(s) of household file a 2015 Tax Return? <b>Provide copy of signed 1040 with all attachments.</b>

\* If unable to provide income documentation from an original source, provide 2015 bank statements reflecting all deposits for the above.  
(see reverse side)



**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 2015. For those under the age of 18, submit a certified birth certificate. Expired ID will not be accepted.
- Proof of 2016 Residency** – Puget Sound Energy bill (Jan. 2017) showing your name, address, and usage graph for January – December 2016 OR Lease/Rental Agreement for 2016 OR have landlord complete our Landlord/Tenant Form.
- Income Documentation for 2015** (*i.e.*, 2015 tax returns, statements, etc.) Evidence of all income for EACH household member living with you during 2015. Includes EVERY income source that was marked “yes” in Question 13.
- Proof of Permanent Disability** - If applicable, provide Benefit Verification Letter from Social Security and/or VA, stating specifically that the recipient was eligible for and was receiving “disability” benefits in 2016. If applicable, documentation of 2015 disability income is also required.

**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 2017 Utility Rate Relief Program Guidelines for Utility Rate Relief Rebate (2/01/2017) 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 2015.*
- *That I understand the rate rebate is for charges paid in 2016 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 2015, the City may recover the actual cost of my utility bills for the period that I was not eligible.*

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2017 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, 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. Turn in completed and signed application with required documentation to Bellevue Utilities at downtown Bellevue City Hall no later than 4:00 p.m., PST, on Tuesday, October 31, 2017. 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 (2015 or before), you MUST schedule an application appointment by calling 425-452-5285 and apply in person.
  - If you qualified for this program in 2016, you may return your application by mail to:  
City of Bellevue/Utilities Customer Service \* P.O. Box 90012 \* Bellevue, WA 98009-9012