



April 2016

**Dear Utility Discount Customer:**

The City of Auburn offers reduced utility rates to seniors 62 years of age or older whose annual income level does not exceed the amounts listed below. This discount is also provided within the same financial limitations for customers who are permanently disabled as verified by a physician. If you would like to apply for the Utility Discount, please follow the guidelines below, fill out the application and submit all required documents.

**Utility Discount customers are required to re-apply each year in the month of May.**

**Program Guidelines:**

**Applying for Utility Discount as a Senior**

- Applicant must have the City utility account in their name and be living at the residence.
- Applicant must be 62 years of age or older.

**OR**

**Applying for Utilities Discount as Disabled**

- Applicant must have the City utility account in their name and be living at the residence.
- Applicant must be permanently disabled as determined by a physician; subject to verification.
- First time applicants must have the doctor fill out back of Utility Discount Application, provide a signature and office stamp OR provide a letter on doctor's letterhead.

**Household Income Requirements**

- Applicant must claim income for EACH individual living in the household 18 years and older. Gross income from all sources must be less than the maximum amount allowed for very low income as defined by the Department of Housing & Urban Development 2016 Income Limits.
- Applicant cannot be receiving utility allowances or rent subsidies from another governmental agency ( HUD Section 8, King County Housing, SHAG, etc.).
- In order to meet the eligibility requirements for the program, your **2015 total gross** income may not exceed the following 2016 HUD Income Limits:

<u>1 Person</u>	<u>2 Persons</u>	<u>3 Persons</u>	<u>4 Persons</u>	<u>5 Persons</u>
\$31,650	\$36,150	\$40,650	\$45,150	\$48,800

If you have additional questions, please feel free to contact the Utility Customer Service Center at 253-931-3038.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Backus".

Nancy Backus, Mayor

**\* Application Instructions on Back \***

# Instructions for Filling out Your Application

## Step #1 Complete Utilities Discount 2016/2017 Application

- Provide all information on front side. *If applying for Utility Discount as Disabled (first time applicants only), have doctor complete Affidavit form on backside.*

## Step #2 Provide Proof of Identity:

- Copy of valid Washington State Driver's license, Passport, Permanent Resident Card or State Identification Card, showing picture, address and date of birth.

## Step #3 Provide Proof of 2015 Income for EACH individual living in household:

*(Any person 18 years and older – For example: children, relatives, friends, caregiver, etc.):*

- 2015 Tax Return - All pages are required with backup documents
- Any other source(s) of income including:
  - Form W-2, Wages and Tax Statement
  - (State of Washington) Unemployment Compensation Payments Statement
  - Form SSA-1099, Social Security Retirement Benefit (SSA) Statement
  - Social Security Insurance (SSI) Benefits Letter
  - Form #1099 for Pension, IRA, Dividends, Interest, or other
  - DSHS Benefits Letter –food, cash, medical (All pages)
  - Child Support or Alimony Statement
  - Veterans Administration Benefits
  - Labor & Industry (L & I) Payment Statement
  - Any other sources(s) of income

## Step #4 Submit your application:

- Mail to:** City of Auburn - Finance & Utility Department  
25 W Main Street, Auburn WA 98001
- Bring to:** Customer Service Center – Utilities Department  
One East Main Street - 2nd Floor, Auburn WA 98001

### **Applications will be accepted for processing as follows:**

5/1/16 – 5/31/16                      Monday – Friday                      8:30 a.m. – 4:30 p.m.  
5/30/16                                      Closed for Memorial Day Holiday

- Email:**                      [Utilities@auburnwa.gov](mailto:Utilities@auburnwa.gov)
- Fax:**                              253-876-1900

## Questions?

Call Utility Customer Service at 253-931-3038  
Monday – Friday, 7:30 a.m. to 5:30 p.m.