

INSTRUCTIONS FOR FILLING OUT YOUR UTILITIES DISCOUNT APPLICATION



The City of Auburn offers reduced utility rates to seniors 62 years of age or older and customers who are permanently disabled as verified by a physician and whose annual gross income level does not exceed the amounts listed on the Utility Discount Application. You can also use this form to apply for a discount on Comcast basic cable TV service. To apply, please follow the instructions below and submit all required documents. **Utility Discount customers are required to re-apply EACH year in the month of May.**

Apply 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

Apply for Utility Discount as Permanently 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 submit the Affidavit for Claim of Disability form.

Doctor must complete the form and provide a signature and office stamp on form OR Submit a letter on doctor's letterhead confirming disability with the form.

Step #1 Complete 2019-2020 Application For Utility Discount form:

Provide all information and sign application.

Step #2 Submit 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 Submit Proof of 2018 Income* for EACH individual living in household

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

Submit Tax Return - All pages of return are required along with copies of income sources (see examples below):

- Wages (W-2)
- SSA or SSI Benefits letter
- DSHS Benefits letter (submit all pages)
- Retirement or Pension
- IRA or Annuity Distributions
- Interest or Dividend (Schedule B)
- Business
- Capital Gains
- Rental
- Trust, Partnership, Estate or Royalty
- Unemployment
- Child Support or Alimony
- VA Benefit or Disability
- L & I Payment Statement
- Cashed Bonds, Life Insurance
- Any other sources(s) of income

****Include all your sources of income even though not all income may be used to calculate household gross income.***

Step #4 Submit your application:

Mail to: City of Auburn
Utility Billing
25 W Main Street
Auburn WA 98001

Email: Utilities@AuburnWa.gov

Bring to: Customer Service Center
Utility Billing
1 East Main Street - 2nd Floor
Auburn WA 98002

Fax: 253-876-1900

Questions? Call Utility Billing Customer Service at 253-931-3038, Mon-Fri, 7:30am to 5:30pm. May – December 2019

2019-2020 APPLICATION FOR UTILITY DISCOUNT RATE EXEMPTIONS – ORDINANCE NO. 5361



Name on Account	Utility Account No.	
Applicant Name	Phone Number	
Address	Zip	
Driver's License or ID Card <i>(Submit copy with application)</i>		

The undersigned certifies, subject to the penalties of perjury, that:

- The City utility account is in my name, I live at the resident address listed above and receive water, sewer, storm, and/or garbage services.
- I am at least: 62 years of age OR *Permanently disabled
**Persons applying for the disability discount for the first time must have their physician complete and submit the Affidavit for Claim of Disability form; subject to verification.*
- I am a Veteran with a VA determined, 100% service-connected disability.
(Submit copy of VA award letter with application).
- There are _____ residents living in the household. Please list names, date of birth, and relationship to you in the box below.

Name	Date of Birth	Relationship to You

- I am **NOT** receiving additional utility allowances or rent subsidies from another governmental agency (HUD Section 8, King County Housing, etc.).
- The **combined total gross income** from myself and all adults 18 years and older in the household from January - December 2018 does not exceed the following 2019 HUD Income Limits:
Gross Income Limits:

<u>1 Person</u>	<u>2 Persons</u>	<u>3 Persons</u>	<u>4 Persons</u>	<u>5 Persons</u>
\$38,750	\$44,300	\$49,850	\$55,350	\$59,800

Household Gross Income: \$ _____
- All income documents must be submitted with application. See Instructions for Filling Out Application.*
- As part of its cable franchise, the City of Auburn negotiated a discount on Comcast **basic cable TV** service for eligible subscribers. I understand that I will not be eligible for the discount if I am receiving any promotional offer or my services are incorporated into a value package offer (Example: Cable TV, internet and/or phone services combined).
Comcast Cable account #: _____ *(Submit copy of Comcast bill with application).*
- Changes in Circumstances:** In the event that I am no longer qualified for the discount or if I move from this address, I agree to promptly notify the City of Auburn of any such change. I hereby apply for the discount and certify under the penalties of law that to the best of my knowledge all statements as marked on this form are true.

Signature	Date
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COA INFORMATION ONLY			
Date Received _____	Approved By: _____	Date: _____	
Received By: _____	Denied By: _____	Date: _____	
Counted: _____	Logged: _____	<input type="checkbox"/> Renewal	<input type="checkbox"/> New <input type="checkbox"/> Sent to Comcast