

## 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 the following year in 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 2024 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 2023 Income\* for EACH individual living in household

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

**Submit 2023 Tax Return – All pages of tax return are required along with copies of income sources (see examples below):**

- |   |   |
|---|---|
| • Wages (W-2)                                     | • Trust, Partnership, Estate or Royalty |
| • SSA or SSI Benefits letter                      | • Unemployment                          |
| • DSHS Benefits letter (submit <u>all pages</u> ) | • Child Support or Alimony              |
| • Retirement or Pension                           | • VA Benefit or Disability              |
| • IRA or Annuity Distributions                    | • L & I Payment Statement               |
| • Interest or Dividend (Schedule B)               | • Cashed Bonds, Life Insurance          |
| • Business, Rental, Capital Gains                 | • 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](mailto:utilities@auburnwa.gov)

**Fax:** 253-876-1900

**In-Person:** Customer Service Center  
1 E Main Street, 2<sup>nd</sup> Floor

2024 APPLICATION FOR UTILITY DISCOUNT  
RATE EXEMPTIONS – ORDINANCE NO. 5361



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

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

- 1. 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.
- 2. 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.*
- 3. ☐ I am a Veteran with a VA determined, 100% service-connected disability.  
*(Submit copy of VA award letter with application).*
- 4. There are a total of \_\_\_\_ residents living in the household (include yourself).  
List persons living in the household (do not include yourself).

Name	Date of Birth	Relationship to You

- 5. I am **NOT** receiving additional utility allowances or rent subsidies from another governmental agency (HUD Section 8, King County Housing, etc.).
- 6. The **combined total gross income** from myself and all adults 18 years and older in the household from **January - December 2023** does not exceed the following **2023** HUD Income Limits:  

<b>Gross Income Limits:</b>					<b>Household Gross Income:</b>
1 Person	2 Persons	3 Persons	4 Persons	5 Persons	\$ _____
\$47,950	\$54,800	\$61,650	\$68,500	\$74,000	

  
*All income documents must be submitted with application. See Instructions for Filling Out Application.*
- 7. As part of its cable franchise, the City of Auburn negotiated a discount on **Comcast Basic Cable TV service (only)** 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).*
- 8. **Changes in Circumstances:** If 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
<b>COA INFORMATION ONLY</b>	
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