



City of Port Townsend

250 Madison St., Port Townsend, WA 98368
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APPLICATION FOR LOW INCOME UTILITY DISCOUNT

A program has been established to provide discounted utility rates to city utility bills for certain recipients as described herein. Applications shall be made annually to renew eligibility for discounted utility rates and those rates shall expire on March 31st of each year. Eligibility for discounts utility rates shall be for a period of one year or so long as the applicant continues to be eligible for the discounts. Where the recipient of a discounted utility rate either receives income which will no longer allow the recipient to be eligible for the discount, or is no longer disabled or otherwise eligible for the discounted rate, such person shall immediately notify the city treasurer of such change in status. Qualified recipients shall be granted discounted utility rates shown on the reverse side. Please refer to PTMC [13.02](#) for a complete description of our program.

APPLICANT INFORMATION					
Applicant is:	<input type="checkbox"/> tenant or <input type="checkbox"/> homeowner of this property		Account Number		
Applicant Name:				Phone number:	
Service Address:					
	, Port Townsend, WA 98368				
Date of birth:	/	/	Age :	Gross Income from all sources for most recent calendar:	
				Month	\$
				Year	\$

LIST NAME AND AGE OF ALL PEOPLE LIVING IN HOUSEHOLD AT SERVICE ADDRESS:				
	Name	Age	Name	Age
1.			6.	
2.			7.	
3.			8.	
4.			9.	
5.			10.	

PLEASE CHECK ONE BOX BELOW (see back of form for additional information)	
<input type="checkbox"/>	LOW INCOME DISABLED - permanently disabled and total household income is under 200% poverty level year. <i>You must attach a current statement of eligibility for disability pension.</i>
<input type="checkbox"/>	LOW INCOME SENIOR – Age 62 and Over and total household income is under 200% poverty level a year.
<input type="checkbox"/>	LOW INCOME – must meet the eligibility requirements of low income. <i>You must attach documentation that shows last year's income and current month's income FOR ALL PEOPLE IN HOUSEHOLD.</i>

AFFIDAVIT: I swear under the penalties of either civil or criminal perjury that I understand the questions of this application and that all of the statements on this application are true. Any false statement on this form is subject to a maximum fine of \$1,000. **SHOULD I BE GRANTED A DISCOUNT, I WILL NOTIFY THE UTILITIES OFFICE IMMEDIATELY IF MY INCOME EXCEEDS THE AMOUNT STATED ABOVE OR THE NUMBER OF PEOPLE IN MY HOUSEHOLD CHANGES.** I understand that if I receive a discount after I have become ineligible, I will be required to pay back for all discounts received in error. I understand that should this application be challenged for any reason, I may be asked to sign a release which will allow the city to verify the information on this application with the Internal Revenue Service of the federal government or other sources.

Applicant's signature: _____ Date: _____

FOR OFFICE USE BELOW THIS LINE			
Reviewed by:		Date:	
		Approved:	
		Yes	No

APPLICATION FOR LOW INCOME UTILITY DISCOUNT - continued

To implement the program, the discounts shall be issued to each person who shows satisfactory proof that he or she:

1. Meets the requirements of low-income, low-income disabled or low-income senior citizen as defined below;
2. Is a single occupant or the head of a household or the spouse of the head of the household;
3. Resides in a dwelling unit served directly by the city's water, sewer or storm drainage utilities;
4. Is billed or is the spouse of a person billed by the water, sewer or storm drainage utilities of the city; and
5. The applicant shall provide the city with the prior year Federal Income tax return, current pay stub, proof of income for all members of the household (i.e., Social Security and W2 Statements) and if applicable, a *current* (not less than 3 months old) statement of eligibility for SSI, SSDI or such disability pension or proof of blindness.

LOW INCOME DISABLED means any person *who is permanently disabled*, receiving Supplemental Security Income (SSI), Social Security Disability Income (SSDI), and/or receives a federal, state or private disability pension whose total current annualized income from all sources^❶, including that of his or her spouse or co-tenant^❷, does not exceed the amount allowed by the **200%** federal poverty table. The applicant shall provide the city treasurer with a current statement of eligibility for SSI, SSDI or such disability pension or proof of blindness and such statement shall not be more than three months old.

LOW INCOME SENIOR means any person *62 years of age or older*, whose total income^❶, including that of his or her spouse or co-tenant^❷, does not exceed the amount allowed by the **200%** federal poverty table.

LOW INCOME means a person who has a total current annualized household income from all sources, including that of his or her spouse or co-tenant^❷, of **125%** or less of the poverty level based upon total household size using poverty level calculations established by the State of Washington for Jefferson County or by the federal government if state calculations are not available.

POVERTY LEVEL CALCULATION				
HOUSEHOLD SIZE	125% POVERTY LEVEL		200% POVERTY LEVEL	
	MONTHLY INCOME	ANNUAL INCOME	MONTHLY INCOME	ANNUAL INCOME
1	1,128	13,538	1,805	21,660
2	1,518	18,213	2,428	29,140
3	1,907	22,888	Poverty level calculation: 200% percent of the poverty level based upon total household size using poverty level calculations established by the State of Washington for Jefferson County or by the federal government if state calculations are not available.	
4	2,297	27,563		
5	2,686	32,238		
6	3,076	36,913		
7	3,466	41,588		
8	3,855	46,263		

Low-income Discounted <i>monthly</i> rates will be:		
UTILITY TYPE	INSIDE the city	OUTSIDE the city
Water	\$ 7.55	\$ 9.21
Storm	\$ 4.49	N/A
Waste Water	\$ 23.72 under 3000 gallons of water used \$ 28.74 over 3000 gallons of water used	N/A

- ❶ "Total income" includes but is not limited to all pensions, whether from private or government sources, any disability payments, interest, dividends, annuity proceeds, and all and every other amount which may be available to the low-income senior citizen for purposes of spending the same.
- ❷ "Co-tenant" is defined as any person living in or upon the same premises as those occupied by the low income citizen.