

# CITY OF COVINGTON

## 2010 LOW-INCOME SENIOR CITIZEN

# UTILITY TAX REBATE PROGRAM

Beginning this year, low-income Covington senior citizens may qualify for a rebate of the Utility Taxes they incurred in 2010.

**WHO IS ELIGIBLE?** You are eligible **if**:

1. You lived within the incorporated limits of the City of Covington in 2010; and
2. You paid household utilities in 2010 (the utility bills must be in your name); and
3. You were at least 65 years old in 2010 (photo I.D. may be required); and
4. The annual gross income of your household in 2010 did not exceed the following:

<b>People in Household</b>	<b>Maximum Annual Income</b>
1	\$45,100
2	\$51,550
3 or more	Call 253-638-1110

### **WHAT IS THE DEFINITION OF SENIOR CITIZEN FOR THIS PROGRAM?**

Any person aged 65 and older. Citizens who turned 65 in 2010 will receive a rebate based on the time they met the age requirement. (i.e., if you turned 65 in May, you will be eligible to receive a rebate for your May through December utility taxes)

### **WHAT IS "GROSS INCOME OF HOUSEHOLD"?**

This is the income received in the 2010 tax year by EVERY member of your household (related or not) who was at least 18 years old. This includes, but is not limited to: **wages, salaries, bonuses, tips, gross amounts of pensions and annuities, retirement benefits, Social Security benefits (SS), life insurance benefits, interest, capital gains, gifts, inheritances, third-party income, and other assets.**

### **WHAT DOCUMENTS ARE REQUIRED TO PROVE INCOME?**

For all members of your household with an income we require:

- A U.S. Individual Tax Return Form 1040 (if one was filed); **or**
- Bank statements for November and December 2010 (if no income tax return was filed); **and**
- Documentation for all sources of income not included in bank statements or on IRS Form 1040.

## **WHAT OTHER DOCUMENTATION MUST BE PROVIDED?**

- Fully completed Low-Income Disabled Citizen Utility Tax Rebate Application Form
- All **original** bills paid in 2010 (for the following utilities only):
  - Gas and/or Electric (such as Puget Sound Energy)
  - Telephone (such as Qwest)
  - Garbage (Allied Waste)
  - Cell Phone (Verizon, Qwest, Cingular, AT&T, Sprint, Nextel, etc.)
  - Cable Television (Comcast)

**You must include EVERY page of each month's bill so we may determine the amount of the rebate due.**

- Please staple or clip all pages of the bill together in order to ensure accurate, prompt processing of your rebate (i.e. all pages of January's phone bill clipped together, all pages of February's phone bill together, etc.). *Failure to submit your invoices in an organized manner may cause significant delays in processing your rebate.*

**INCOMPLETE SUBMITTALS WILL BE RETURNED WITHOUT PROCESSING AND MUST BE RESUBMITTED TO OUR OFFICES BEFORE THE APRIL 29, 2011 DEADLINE.**

## **WILL THE CITY RETURN MY INCOME DOCUMENTS AND UTILITY BILLS?**

YES! Once your rebate is completely processed all of your original documents (except the application form) will be returned to you. We are happy to mail them to you or you may make arrangements to pick them up at City Hall – whichever you prefer.

## **WHEN ARE APPLICATIONS ACCEPTED?**

**Applications for 2010 rebates will be accepted January 3 through April 29, 2011.**

## **QUESTIONS?**

We're here to answer questions – and happy to do so! Please contact the City of Covington's Finance Department at 253-638-1110. Our regular business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. However, if we miss your call, please leave a message with your name and phone number and your call will be returned very promptly.

## **COMMENTS?**

Please let us know how we can make this program easier to understand and how we might improve the application process. Please call 253-638-1110 with your comments and suggestions.

# CITY OF COVINGTON

## 2010 LOW-INCOME SENIOR CITIZEN

# UTILITY TAX REBATE APPLICATION

**1. Applicant Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
SSN: \_\_\_\_\_ Birth date: \_\_\_\_\_

List all other people in household. Use additional sheets if needed.

Name: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Name: \_\_\_\_\_ Birth date: \_\_\_\_\_  
Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

**2. Documentation:**

In support of your application for a utility tax rebate you **MUST** include copies of:

**PROOF OF INCOME**

(for ALL household members with an income)

If you **did** file a 2010 tax return, provide:

- [ ] Complete copy of 2010 tax return; **AND**  
[ ] Documentation for all other income

**OR**

If you **did not** file a 2010 tax return:

- [ ] Bank statements from Nov & Dec 2010; **AND**  
[ ] Documentation for all other income not included  
in the bank statements

*Provide all documents listed based on your tax filing status*

**3. Please indicate how you'd like your documents (and rebate check for those who qualify) returned:**

- Please mail  
 Pick up at City Hall

**4. Declaration:**

I, \_\_\_\_\_, declare, under penalty of perjury, that all information stated on this form and on the documents I have submitted is true and correct. I further declare that I meet the minimum eligibility requirements of the utility tax rebate program.

This declaration was signed by me this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Location (city, state) Signed