



3801 W. Van Giesen * West Richland, WA 99353 * www.westrichland.org
Utilities & Finance Department * (509) 967-3431 * FAX (509) 967-5706

Dear Utility Customer:

The City of West Richland offers reduced utility rates to seniors 61 years of age or older whose annual household income level does not exceed the amount listed below. If you would like to apply for the utility discount, please see program guidelines below, and follow instructions on the following page.

Utility Low-Income Discount Customers are required to re-apply each year by April 15th.

Program Guidelines:

Applying for utility discount as a senior:

- Service address must be applicants primary full time residence.
- Discount will not be provided on more than one property for any individual.
- Applicant must have the City utility account in their name.
- Applicant must be 61 years of age or older.

Household income requirements:

- Applicant must claim and provide income verification for **EACH** individual living in the household.
- Total household income may not exceed the amount set forth by the Secretary of Housing and Urban Development as very low-income, and shall be fixed at the level stated for a two-person household for the Richland-Kennewick-Pasco Metropolitan Service Area (MSA), currently \$26,750.00 (Income limits subject to change according to updates by Secretary of Housing and Urban development for above referenced amount).
- Applicant cannot be receiving utility allowances or rent subsidies from another governmental agency (HUD Section 8, etc.).

The discount is granted for the duration of the calendar year, with the provision of a grace period at the beginning of the year to accommodate renewals. On April 15th of each year, all accounts without a current application on file at the city will be returned to the full rate effective for the billing period beginning March 22nd (to be billed April 30th).

If you have additional questions, please contact Utility Billing at 509-967-3431 or utilities@westrichland.org .



Instructions for applying for Low Income discount:

Bring all information listed below to:

- City of West Richland
Administration Building/City Hall
3801 W Van Giesen St
West Richland, Washington 99353

Step #1: Proof of identity and age:

- Photo ID displaying address and date of birth is required. Acceptable forms of identification are: Washington State Driver's license, Passport, Permanent Resident Card or State Identification Card.

Step #2: Proof of income for EACH individual living in household:

(For example: children, relatives, friends, caregiver, etc.):

1. Current Year Tax Return - All pages are required with backup documents*
2. 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

*If unable to provide tax return, applicant must provide their two most current month's bank statements **and** verification from other sources (see #2 above).

Step #3: Proof of household size and place of residence:

- Copy of signed and dated rental agreement listing all members of household.