



Quarterly Maintenance and Equipment (M+E) Reimbursement for 2020

Guidance for Wheelchair Accessible Vehicle Owners

In response to the emergency created by the novel coronavirus (COVID-19), the City of Seattle Department of Finance and Administrative Services (FAS) and the King County Department of Executive Services (DES) issued a rule that makes temporary changes to the WAS Fund reimbursement program ([FOR-HIRE-TRANSPORTATION-04-2020](#) / [FIN-10-3-2-PR](#)).

Under the updated rule, eligible wheelchair accessible vehicle (WAV) owners may be reimbursed for qualifying maintenance and equipment (M+E) costs incurred in calendar year (CY) 2020 on a quarterly basis, rather than waiting until the end of the year.

Please refer to the following FAQs for more information, and to find out how to access quarterly M+E reimbursements!

What costs are eligible for Quarterly M+E reimbursement?

- Any carryover balance from CY 2019 (for costs incurred in CY 2017, 2018, and/or 2019), up to the maximum annual allowance based on vehicle age, as established by rule (see table).
- Any qualifying M+E costs¹ incurred by the vehicle owner in CY 2020, up to the maximum annual allowance, after subtracting any carryover amount.

Vehicle Age*	Maximum Annual Reimbursement Amount
0-6 years	\$6,000
7 years	\$4,800
8 years	\$3,600
9 years	\$2,400
10 years	\$1,200

*Vehicle age is determined based on the model year. For example, a 2017 reimbursement (paid in 2018) for a wheelchair accessible 2010 Toyota Sienna would have a vehicle age of seven (7) years.

- *For Example:* The owner of a 5-year old WAV is eligible to receive up to \$6,000 in M+E reimbursement in CY 2020. Let's imagine this owner has a carryover balance from CY 2019 of \$1,000. After being reimbursed for the carryover amount, the owner would be eligible to receive up to \$5,000 for qualifying costs incurred in CY 2020. Any qualifying costs above \$5,000 incurred by the owner in CY 2020 would carry over to CY 2021.

¹ For an explanation of the types of maintenance and equipment costs that are eligible for reimbursement, see section III.B.5.f of the rule governing WAS Fund reimbursements ([FOR-HIRE-TRANSPORTATION-04-2020](#) / [FIN-10-3-2-PR](#)).

How do I access Quarterly M+E Reimbursements?

- **WAV owners with a carryover balance from CY 2019:**
 - Q1 reimbursement payments will be issued automatically for any carryover balance from CY 2019.
 - Carryover amounts will be reimbursed up to the maximum annual allowance based on vehicle age. Eligible costs incurred in CY 2020 will be reimbursed from the remaining annual balance, after subtracting the roll-over amount.
- **WAV owners who incurred eligible M+E costs between Jan. 1 and Dec. 31, 2020:**
 - The WAV owner must fill out and submit a Request for Reimbursement form, along with itemized receipts clearly showing that payment was made for the maintenance performed. Digitally scanned copies of receipts will be accepted. All requests for quarterly M+E reimbursements must be received by the last day of the month following the end of the quarter (i.e., Apr. 30th for Q1, Jul. 31st for Q2, Oct. 31st for Q3, and Jan. 31st of CY 2021 for Q4).
 - Requests should be sent to the following address:

If by mail:

City of Seattle
Department of Finance and Administrative Services
Attention: WAS Fund
700 Fifth Ave., Floor 42
P.O. Box 94785
Seattle, WA 98124-4785

If by email: gordon.yong@seattle.gov

Am I required to submit requests for M+E reimbursement quarterly?

- No. Requests for reimbursement for M+E costs incurred at any point during CY 2020 will be accepted quarterly or annually. However, please note that Q1 reimbursement payments will be issued automatically for any carryover balance from CY 2019 (up to the maximum annual allowance based on vehicle age).
- If you wish to receive a quarterly reimbursement for costs incurred in CY 2020, requests and receipts must be submitted by the last day of the month following the end of the quarter (i.e., Apr. 30th for Q1, Jul. 31st for Q2, Oct. 31st for Q3, and Jan. 31st of CY 2021 for Q4).
- A request for quarterly reimbursement may include qualifying costs incurred during any previous quarter in CY 2020, as long as the expense was not already reimbursed.
- Requests for reimbursement for M+E costs incurred at any point during CY 2020 must be received no later than Feb. 28, 2021.