



# 2020 Quarterly Request for Reimbursement

**INSTRUCTIONS:** This request form must be submitted pursuant to City of Seattle Director’s Rule FOR-HIRE-TRANSPORTATION-04-2020 and King County Public Rule FIN-10-3-2-PR. This form, with supporting receipts for eligible purchase, maintenance and repair expenses,<sup>1</sup> must be submitted by the current wheelchair accessible vehicle (WAV) owner.

To be eligible for reimbursement, “PAID” receipts submitted with this form. Requests submitted by mail must include original receipts; for request submitted by email, digitally-scanned copies will be accepted. PAID receipts **must** include the following information:

- Receipts must show “PAID” (cash or charge card) or show a \$0.00 balance
- Date of purchase/maintenance/repair
- Description of eligible purchase/maintenance/repair
- Expense amount (itemized expenses, including sales tax paid)
- WAV vehicle information (vehicle/endorsement number, VIN, and license plate number)

Submit this form and the "paid" receipts by mail to the Regulatory Compliance and Consumer Protection Division, 700 5th Ave., Suite 4250, Seattle, WA 98104 (ATTN: WAS Fund), or by email to [gordon.yong@seattle.gov](mailto:gordon.yong@seattle.gov).

To receive a quarterly payment for expenses incurred in calendar year (CY) 2020, requests and receipts must be received by the last day of the month following the end of the quarter (i.e., Apr. 30<sup>th</sup> for Q1, Jul. 31<sup>st</sup> for Q2, Oct. 31<sup>st</sup> for Q3, and Jan. 31<sup>st</sup> of CY 2021 for Q4). Receipts will not be accepted after **February 29, 2021**. Receipts may be submitted for the prior three years (2017-2019), **if not already reimbursed**. The maximum amount reimbursed is determined by vehicle age according to the table below:

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.

<sup>1</sup> Pursuant to City of Seattle Director’s Rule FOR-HIRE-TRANSPORTATION-04-2020 and King County Public Rule FIN-10-3-2-PR, reimbursable maintenance costs must be related to installing, repairing, or replacing vehicle equipment necessary for vehicle accessibility for passengers in wheelchairs. Eligible equipment costs include but are not limited to: wheelchair access ramps and lifts, wheelchair-related safety devices, door mechanisms on the wheelchair accessible entrance, axles, tires, brakes and rotors, transmissions, engines, suspension systems, wheelchair accessibility signs, and equipment designed to improve vehicle accessibility and/or passenger convenience.



2020 Quarterly Maintenance and Equipment  
Request for Reimbursement Form

**Itemized Expenses:**

	<b>Date</b>	<b>Description of Maintenance or Equipment Costs</b>	<b>Cost</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

2020 Quarterly Maintenance and Equipment  
Request for Reimbursement Form

**Itemized Expenses, Continued:**

	<b>Date</b>	<b>Description of Maintenance or Equipment Costs</b>	<b>Cost</b>
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			