



City of Seattle

Seattle City Light

Save **60%** on your utility bill!

Dear Seattle City Light Customer:

Thank you for your interest in our Utility Rate Discount Program. The Utility Discount Program (UDP) provides a rate discount of up to 60% off, and can be a valuable tool in managing and reducing your electric bill.

Eligibility for the program is not retroactive, the discount (if approved) is applied to future bills after you have been approved for participation.

**Applicants receive housing subsidy or have Section 8 housing may not be able to receive the discount. Please call 206-684-3417 to see if you can sign up.**

Attached you will find a Program Application, a Landlord Tenant form, list of Required Information, and an Employment form. The Employment form must be completed for all occupants over the age of 18 years who cannot provide pay stubs.

Even if you do not have a social security number, you can still apply. Just make sure you write "NONE" for Social Security Number on the Employment form. Identification is **not** shared with any agencies, and only used for application purposes.

Please read and complete the application, and return all income and paperwork to the address listed on the application.

We will review your application and contact you if we have questions or need additional information. The review process will take 4-6 weeks.

We look forward to helping you better manage your electric utility bills. If you have any questions, please call us at (206) 684-3417  
Sincerely,

Your Seattle City Light Customer Service Team



Utility Discount Program, 700 Fifth Avenue, Suite 3200, P.O. Box 34023, Seattle, WA 98124-4023

Tel: (206) 684-3417, Fax: (206) 625-3709, Seattle.gov/Light/Discount, Email: [SCL\\_RateAssistance@seattle.gov](mailto:SCL_RateAssistance@seattle.gov)

Accommodations for people with disabilities provided upon request.

Seattle City Light is the 10th largest publicly owned utility in the nation dedicated to exceeding our customers' expectations in safely producing and delivering power that is low cost, reliable and environmentally responsible.



## Utility Discount Program

### *Frequently Asked Questions*

1. How long does it take to process my application?

Due to large volume of applications received, the average time to process an application is 1-2 billing cycles (2-4 months). However, if your application has all the requested documents (photo ID, three consecutive months of payroll statements/stubs for all household members over 18, and rental agreement or mortgage statement/taxes), it will shorten the process time and will help expedite the approval process.

2. How will I know if I've been approved?

You will receive a letter in the mail of your approval or ineligibility. After approval, if you have a Seattle City Light bill in your name, the discount will be noted "Winter/Summer Rate Assistance." If you have a Seattle Public Utilities (SPU) bill in your name, the discount will be noted as a "Utility Credit" on your bill. *Please note: If you live in the SPU service territory and do not have an SPU bill in your name, you may be eligible for the utility credit, which may be added to your SCL account.*

3. Will this help with the bill that I have now?

The Utility Discount Program **is not retroactive** and it will only apply to your future bill(s) after your application has been processed and approved. We recommend that applicants continue to make payments or seek other options (payment arrangements or other programs that can help with the immediate bill(s)).

4. What if I have a disconnect bill (SPU or SCL bill that says non-payment will result in service disconnection) and I've been waiting for my application to be processed?

Please contact SCL or SPU directly and make payment arrangements if you are unable to pay the full amount. You may also be eligible for other assistance such as the Energy Assistance Program (SPU), Emergency Low Income Assistance (SCL) or Project Share (SCL). Please note many programs may have different requirements and eligibility processes. Submitting an application does not guarantee benefits or an expedited process if your household is subject to disconnection. The phone number for both SCL and SPU is 206-684-3000.

5. How much is the discount and how long will I be on the program?

The discount is approximately 50% for both qualifying SCL or SPU bills. The average time you will be on the program once approved is six to 18 months. Customers who are ready to recertify will receive a recertification "card" to call our office within 5-10 business days to begin the recertification process. Customers will need to complete a recertification form with an updated household status and provide supporting documents.

6. Will the discount move with me if I move to another apartment or another residence?

No. Customers who move to another residence or another unit in the same apartment must reapply. The customer's premise number (last six digits of the account number) is different for each address.



**UTILITY DISCOUNT PROGRAM  
APPLICATION CHECKLIST - REQUIRED DOCUMENTATION**

*Please send these with your application and check all that apply.*

- 1. DID YOU COMPLETELY FILL OUT AND SIGN THE APPLICATION?     Yes
- 2. DID YOU ATTACH GOVERNMENT-ISSUED PHOTO IDENTIFICATION FOR EACH PERSON 18 YEARS AND OLDER?
  - State driver’s license
  - State identification card
  - Passport or Permanent Resident Card
  - Other \_\_\_\_\_

**3. DO YOU HAVE YOUR HOUSING DOCUMENTS?**

**RENTERS**

- Statement from Landlord form    **OR**
- Current and complete Lease/Rental Agreement and current rent payment receipt

**HOMEOWNERS**

- Mortgage Statement – if you have a mortgage
- Property Tax Statement – if you do not have a mortgage anymore.

**4. DID YOU SEND YOUR INCOME PAPERWORK FOR EACH PERSON 18 YEARS & OLDER WHO LIVES IN THE HOME?**

Please provide verification of GROSS income received in the three (3) Months BEFORE Signing the Application:

- Example: If You Sign Application in August → Send Proof of Income for April, May, June and July**

***Include all that applies to Household Members:***

- Paycheck stubs/ Employer statement showing GROSS earnings for 3 months
- DSHS award letters (TANF, GAU/GAX)
- Child support
- Social Security/SSI award letter
- Pensions/Annuity/IRA, Interest & Dividends
- Labor and Industry (L&I) statement
- Student financial aid statement
- Rental/investment property income
- Self employed (Most recent full tax return & 3 months profit & loss statements)
- Any Household Member who is 18 years or older should complete the Social Security number section & sign the “Employment Security Dept” request for records form”
- Other \_\_\_\_\_



### 3. DOCUMENT GUIDELINES

PLEASE PROVIDE COPIES OF THE FOLLOWING FOR EACH ADULT 18 Years+, WHO IS A HOUSEHOLD MEMBER:

1. State Driver's License, State ID card, Passport, or Permanent Residence Card
2. Please provide current Lease/Rental Agreement, Mortgage Statement, or Property Tax Statement, **and** Landlord Form
3. Income Documentation for the last three (3) months. Examples of accepted documentation are below:

- Paycheck Stubs or Employer statement showing GROSS earnings
- DSHS Award Letters
- Child Support
- Social Security Certifications (SSA, SSI, etc)
- Pension, Annuity, IRA, Interest & Dividend Statements
- WA State Labor & Industries Statements
- Student Financial Aid Statements
- Rental/Investment Property Income
- Self Employment Statement

#### 2014 ELIGIBILITY TABLE

Household Size	Gross Monthly Income	Gross Yearly Income
1	\$2,550	\$30,600
2	\$3,330	\$40,020
3	\$4,120	\$49,440
4	\$4,905	\$58,860
5	\$5,689	\$68,268
6	\$6,474	\$77,688
7	\$6,621	\$79,452
8	\$6,768	\$81,216
9	\$6,915	\$82,980
10	\$7,063	\$84,756
Each additional	\$147	\$1,764

#### OPTIONAL INFORMATION

##### How do you identify yourself?

- American Indian, Alaskan Native
- Asian-American, Asian
- Black, African-American, African
- Hispanic, Latino
- Hawaiian Native, Pacific Islander
- White, Caucasian
- Multi-Racial

##### Home Energy Visits

Seattle City Light will provide home visits to help conserve energy. Are you interested in a Home Energy Visit?  
 Yes       No

##### How did you hear about our service?

- Letter    Television    Newspaper    Bill Insert    Website
- Brochure    Family/Friends    Other \_\_\_\_\_

### 4. SIGNATURE

This application and supporting documentation are used to review eligibility for additional City benefits and will NOT be shared with US Citizenship and Immigration Services. I authorize the City to use these materials to enroll me in assistance programs for which I am eligible. I am aware that my information is subject to review and verification and that other documentation may be required. I grant permission to request or release information to, or from, the Seattle Housing Authority, section 8 HUD, King County Housing Authority, other government agencies, or the delegated agent; this may result in receipt or denial of City benefits. Submitting this application does not guarantee eligibility or enrollment in any programs. I certify that the information I provided is accurate and complete and that I may be subject to criminal prosecution if I have knowingly given false or misleading information. I understand that if I receive assistance and have not truly disclosed all information I will be terminated from the program(s) and the City may recover the actual cost(s) for the periods I was not eligible. I will notify the City of Seattle if my income or living situation changes.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



The **Utility Discount Program** helps you get current, and stay current on your City Light Bill by offering a discount of about 60% off standard residential rates. This program is available for residential City Light customers only, and does not apply to residences used for business purposes.

Eligibility for the program is not retroactive, the discount (if approved) is applied to future bills after you have been approved for participation.

**For more information, call us at (206) 684-3417, or send us an email at [SCL\\_RateAssistance@seattle.gov](mailto:SCL_RateAssistance@seattle.gov)**



**City of Seattle  
Seattle City Light  
Utility Discount Program**

**STATEMENT FROM  
LANDLORD/TENANT**

**By signing below, I authorize my Landlord/manager to release my rental information below.**

**TENANT SIGNATURE**

x \_\_\_\_\_

**PROPERTY OWNER OR AUTHORIZED MANAGER:** Complete all sections below with only the information you know to be true. Write "unknown" to questions you can't answer. (Do not leave any box blank.)

**SECTION A. TENANT INFORMATION**

1. STREET ADDRESS & APARTMENT (APT) NUMBER		5. NAMES OF ALL ADULTS AND CHILDREN LIVING AT THIS ADDRESS	
CITY	STATE	ZIP CODE	
2. TENANT'S NAME			
3. DATE MOVED IN	4. TYPE OF RESIDENCE		Attach more pages if needed.
	<input type="checkbox"/> House <input type="checkbox"/> Apt <input type="checkbox"/> Duplex/Triplex <input type="checkbox"/> Condo <input type="checkbox"/> Mobile Home		

**SECTION B. RENTAL INFORMATION – THIS SECTION NEEDS TO COMPLETED IN FULL TO PROCESS THE APPLICATION.**

6. NAME OF PERSON(S) PAYING THE RENT		7. TOTAL RENT AMOUNT: \$ _____	
8. DOES THE TENANT RECEIVE SUBSIDIZED RENT? <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>If YES, please select one of the following:</b> <input type="checkbox"/> Seattle Housing Authority <input type="checkbox"/> Bond - No Section 8 <input type="checkbox"/> HUD <input type="checkbox"/> Section 8 – Project Based <input type="checkbox"/> King County Housing Authority <input type="checkbox"/> Tax Credit Unit <input type="checkbox"/> Section 8 - Voucher <input type="checkbox"/> Minimum Rent (e.g. SHA) <input type="checkbox"/> Shelter+Care <input type="checkbox"/> Housing First <input type="checkbox"/> Other _____		10. DOES THE TENANT PAY THE FULL AMOUNT OF RENT IN BOX 7? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, who pays additional rent? _____  If NO, amount tenant pays: \$ _____	
9. DOES THE TENANT RECEIVE <u>ANY FORM</u> OF DEDUCTION FROM THE GROSS RENT FOR A UTILITY ALLOWANCE, DEDUCTION, OR UTILITY CREDIT? <input type="checkbox"/> Yes <input type="checkbox"/> No		11. DOES THE TENANT WORK IN EXCHANGE FOR A PORTION OF RENT IN BOX 7? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, amount tenant receives: \$ _____	

12. LANDLORD/MANAGER'S NAME		13. PROPERTY OWNER'S NAME (If different from Landlord Manager)	
STREET ADDRESS OR P.O. BOX NUMBER		OWNER'S NAME	
CITY	STATE	ZIP CODE	
CONTACT TELEPHONE NUMBER		CITY	STATE      ZIP CODE
LANDLORD/MANAGER SIGNATURE	DATE	WORK TELEPHONE NUMBER	
x _____			

Submit this Application to: **Seattle City Light – Utility Discount Program**  
**700 Fifth Ave, Suite 3200, Room 2801**  
**Seattle, WA 98124-4023**  
**Telephone Number: (206) 684-3417   Fax Number: (206) 287-5368**

A response to your request will be sent within 5 BUSINESS DAYS.

**1. PROVIDE THE FOLLOWING INFORMATION:**

**Name** (please include any alias or maiden name):

**Social Security Number:**

**2. CHECK ONE OR MORE BOXES TO INDICATE THE RECORDS BEING REQUESTED:**

I am requesting a copy of my Employment History from  
\_\_\_\_\_ through \_\_\_\_\_  
(start date) (end date)

I am requesting a copy of my Unemployment Payment History from  
\_\_\_\_\_ through \_\_\_\_\_  
(start date) (end date)

If you are seeking records other than the above (identify here):

If you do not have a Social Security number then write the number that you use to work in the above space. If you do not use another number then write "No Social Security number".

**3. AUTHORIZATION AND SIGNATURE:**

**a) Mail or Fax records to:**

**ATTN:**  
Seattle City Light  
Utility Discount Program  
700 5<sup>th</sup> Avenue - SMT/Room 2801  
Seattle, WA 98124  
Phone (206) 684-3417  
**FAX: (206) 287-5368**

**c) I authorize the requested information/records be released and sent to the entity identified in Section 3a.**

**d) By signing below I declare under the penalty of perjury under the laws of the State of Washington that I am the individual whose records are being requested.**

**X** \_\_\_\_\_  
**Signature (Required)**

\_\_\_\_\_  
**Date**