



# Utility Discount Program Application

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## BEFORE COMPLETING THE APPLICATION:

Please read this entire document to ensure you meet required eligibility conditions and can supply required proof of eligibility.

## HOW TO APPLY:

**NORTHSHORE UTILITY DISTRICT** has two types of customers who can qualify for this Discount Program. **DIRECT** and **INDIRECT** customers.

**DIRECT** Customers pay their water/sewer bills directly to the District. Usually these are customers who live in Single-Family residences or Apartments/Condos with individual meters.

**INDIRECT** Customers are Customers who pay for water/sewer through their rent or as a separate charge to a property owner, agent, HOA, or other third party. Usually these are customers who live in apartments/condos with shared meters, Mobile Homes, or customers who pay their utilities to their landlord/property manager. Please indicate below which situation applies to you:

I am a **DIRECT** ☐ / **INDIRECT** ☐ Customer.

Next, we'll need some information about you, so fill out the next sections completely unless the directions say otherwise.

## APPLICANT INFORMATION

Date: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Applicant service address: \_\_\_\_\_

Applicant mailing address (if different): \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Applicant is the owner ☐ / tenant ☐ of property.

## Landlord/Property Manager Information (Only complete if **INDIRECT** Customer):

Landlord/Property Manager Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Office Use Only \_\_\_\_\_

Reviewed by \_\_\_\_\_

Approved By \_\_\_\_\_ Date: \_\_\_\_\_

## How to Qualify:

You can qualify for the program by demonstrating income below the threshold, which is based on how many people live at your address, or by showing that you've been approved for another low-income program. Other programs could be low income discounts from another utility or from a local, state, or Federal government program. First we'll need some information about who lives with you. Please note that for residents under the age of 18, you don't need to list an income but we do need an income listed for all adults in the home.

### HOUSEHOLD MEMBERS/RESIDENTS

Name _____	Age: _____	Income: _____
Name _____	Age: _____	Income: _____
Name _____	Age: _____	Income: _____
Name _____	Age: _____	Income: _____
Name _____	Age: _____	Income: _____
Name _____	Age: _____	Income: _____

For Household sizes greater than 6 persons, use additional paper or the back of the form.

Next, use the checklist below to tell us how you want to qualify for the program:

- ◇ My Household qualifies for a Federal, State, or Local government program (*Include approval or benefit letter as proof*):
  - ◇ Temporary Assistance for Needy Families (TANF)
  - ◇ Supplemental Nutrition Assistance Program (SNAP/Food Stamps)
  - ◇ Section 8 Housing Vouchers
  - ◇ AppleHealth/Medicaid
  - ◇ ORCA LIFT program
  - ◇ Other (Please specify) \_\_\_\_\_
- ◇ My Household meets the definition of Low-Income as listed on pg 3 of this application (*Include income verification documents for all adults in Household, See next page for more information about qualifying by income*)

*Remember that regardless of how you're qualifying, you'll need to include a copy of a photo ID for each person 18 or older.*

## INCOME QUALIFICATIONS

The combined annual income of all residents for the tax year of 2024 cannot exceed 50 percent of the King County Department of Housing and Urban Development (HUD) area median household income calculation as set forth for the number of persons in the household.

**For the 2025 UDP year, the maximum eligibility amounts are as follows:**

Household Members	1	2	3	4	5	6	7	8
Combined Annual Income	\$52,700	\$60,250	\$67,800	\$75,350	\$81,400	\$87,450	\$93,400	\$99,450

### Proof of Income:

You can submit any of the following documents as proof of income. Each adult in the household must be accounted for if qualifying based on income. You **do not** need to submit income documents if you are qualifying based on enrollment in another program.

For any adult members of the household with no income, you'll need to include a written statement that they have no income that explains how their basic needs are being met without income.

Please note that any financial support from anyone who is not a resident/member of the household is considered income, and must be accounted for when submitting income documents.

*Please indicate below which documents you are including by checking the box next to the appropriate documents:*

- ☐ Form W2 showing Salary, Tips, and/or Wages
- ☐ Form 1099 showing Interest or Dividends
- ☐ Form 1099 showing Social Security or Retirement Income
- ☐ Form 1099 showing Pension, Veterans Benefits, or Annuities
- ☐ Form 1099 showing Unemployment Benefits
- ☐ Form 1099 showing IRA/401(k) withdrawals
- ☐ Welfare Benefits Award Letter
- ☐ Court Order of Damages for physical injury or sickness
- ☐ Documentation of any other income not listed
- ☐ Written, signed statement that the resident has no income

### Statement of Certification:

I, the undersigned, under penalty of perjury of the laws of the state of Washington, do hereby declare and certify:

- I have read and understand the Program Guidelines on the District's website. All the information provided is accurate, complete, and true, to the best of my knowledge.
- I understand that submitting this form does not guarantee eligibility for the program, this information will be used to determine if I qualify
- I will promptly notify the district of any change in my financial situation that would disqualify me from receiving the Utility Discount, or if I move from the listed place of residence.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Submit this completed form with all required eligibility documents to [billing@nud.net](mailto:billing@nud.net) or mail to: **6830 NE 185th St /Kenmore, WA 98028, attention "Billing"**