

UTILITY DISCOUNT PROGRAM

HOW TO SUBMIT AN APPLICATION



The following instructions are intended to help residents use CiviForm to enter information and upload required documents. If you have questions about the Utility Discount Program, please call (206) 684-0268 or email UDP@seattle.gov.

1) Quick Start

- Go to <http://www.seattle.gov/udp>
- Click **APPLY ONLINE**

CREATE ACCOUNT to save your information and receive an email confirmation of your application.



Please log in with your City of Seattle account

LOG IN

Don't have an account?

CREATE ACCOUNT

or

CONTINUE AS GUEST

LOG IN if you have a Seattle CiviForm account.

CONTINUE AS GUEST to start the application right away. You will have the option to create an account later.

2) Complete the Form

*NOTE: You will need your **Seattle City Light 10-digit account number** and **all income documents** and **government identification** for **all household members over 18 years of age**.*

REVIEW: Preview the form and edit previous responses.

PREVIOUS: Navigate to the previous page.

REVIEW

PREVIOUS

NEXT

NEXT: Save your responses and navigate to the next page.

3) Upload Required Documents

CHOOSE FILE: To upload the requested documents.

Please upload your most recent full month of pay stubs

1 Choose File No file selected

REVIEW

2 UPLOAD

Photo Library

Take Photo

Choose File

TIP! Accepted formats include photos, PDFs, and digital images such as JPEG and PNG.

4) Review & Submit Your Application!

EDIT: Make any final changes to your responses.

SUBMIT: Once submitted, our team will review your application.

Date form was signed
01/26/2022

Edit

SUBMIT

TIP! You can select "Apply to Another Program" to reuse your information for other City discount programs.



City of Seattle

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ONLINE APPLICATION DOCUMENTATION GUIDANCE

1. You will need to provide financial documents and an acceptable form of government-issued identification for everyone 18 and older in the household
2. The documents can be provided in several formats: photos taken with your phone, PDFs, JPG/PNG images
3. Uploading clear, readable versions of your all required documents will make this process quicker and easier for you to be enrolled

All applications must include a digital copy of an acceptable form of government-issued identification.

For each household member 18 years or older, you'll be asked to upload a copy of **ONE** of the following types of government identification and just the front side of the card:

- State Driver's License
- State Identification Card
- Passport (include the page with the photograph only)
- Permanent Resident Card

Does the primary account holder of the Seattle City Light account in the household receive Supplemental Nutrition Assistance Program (SNAP) benefits?

If the City Light primary account holder for the household receives SNAP and the entire household's combined income meets the program income guidelines, you'll only need to upload a copy of your Department of Social and Health Services (DSHS) **Approval Letter for Benefits**. You'll need to provide both the **cover page** of your approval letter, and the **calculation page**. Find an example of the DSHS approval letter for benefits on the [Washington DSHS site](#). **YOU ARE NOT REQUIRED TO UPLOAD ANY OTHER DOCUMENTS IF YOU PROVIDE YOUR SNAP INFORMATION.**

If the primary utility account holder does not receive SNAP benefits, you'll be asked to provide income documentation for each household member 18 years of age or older.

For each adult household member, you'll be asked to report all types of income they receive. The table below will help you gather the documents you'll need to submit with your application.

UTILITY DISCOUNT PROGRAM: FORMS OF INCOME DOCUMENTATION

IF THE HOUSEHOLD MEMBER HAS THIS TYPE OF INCOME...	YOU'LL BE ASKED TO PROVIDE THIS DOCUMENTATION
WAGES	All pay stubs received between the first and last day of the most recent full month.
UNEMPLOYMENT	The household member's Employment Security Department (ESD) Form . An electronic copy of the ESD form can be downloaded by logging into SecureAccess Washington: https://secure.esd.wa.gov/home
CHILD SUPPORT	A court-ordered document , or a note from the parent paying child support .
ADOPTION SUPPORT	An Adoption Award Letter .
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES / AGED, BLIND OR DISABLED ASSISTANCE (TANF/ABD)	A Washington Department of Social and Health Services (DSHS) Approval Letter for Benefits . Must include both the Cover Page and the Calculation Page. Find an example of these documents on the Washington DSHS site .
PENSION/ANNUITY	All pension/annuity paystubs or statements received between the first and last day of the most recent full month.
REFUGEE CASH ASSISTANCE (RCA)	The household member's Refugee Cash Assistance Award Letter . You can find an electronic version of the RCA award letter by logging into the Washington Connection site .
VETERAN'S BENEFITS (VA)	The household member's Veterans Affairs Benefits Letter . You can find an electronic version of the BA Benefits Letter on the Department of Veteran's Affairs site .
RENTAL INCOME	Lease or Rental Agreement(s) held by the household member. This includes any rental or investment property income received by the household member.
HOUSING AND ESSENTIAL NEEDS REFERRAL (HEN)	A Washington Department of Social and Health Services (DSHS) Approval Letter for Benefits . Must include both the Cover Page and the Calculation Page. Find an example of these documents on the Washington DSHS site .
SOCIAL SECURITY / SSI	The household member's Social Security, SSI and/or Survivor Benefits Award Letter . An electronic copy can be downloaded by visiting the Social Security Administration site .
SELF-EMPLOYED	The household member's most recent tax return , or last three months of profit and loss statements .
OTHER	Select this option for any other types of income not listed above.
NONE	If the household member has no sources of income, select this option.