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| https://kerio.kelso.gov/webmail/api/download/attachment/kelso.gov/sbooth/d0356e73-10e2-420e-995f-86e030902363/3166/0-0-1/image001.png?version=92536&sid=96e40d238eb0771495dbfb9aec9bd62b851713a0186d50858ebf41626e984a75 | **CITY OF KELSO** **203 S. Pacific Ave \* Kelso, WA 98626****360-578-7915 \* Fax 360-425-9807****utilities@kelso.gov** |

**INSTRUCTIONS FOR APPLYING FOR A LOW INCOME SENIOR CITIZEN UTILITY RATE REDUCTION**

In order to apply for the Low Income Senior Citizen Utility Rate Reduction, you must bring in the following:

**PROOF OF YOUR INCOME** (for both customer and co-tenant) in the form of:

1. Copy of your IRS Tax Return
2. Year-end statement(s) from social security; and
3. Proof of any other income not listed on your tax return

*If you do not file an income tax return:*

1. Retirement, pension & annuity income;
2. Social Security Income;
3. Interest income on savings & investments;
4. Rental income;
5. Wages; and
6. Proof of any other income received

If you do not have in your possession the above proof of income, you must contact the source of the income and request that the proof be mailed to you. Your application for an exemption will not be processed without this information. The above proof of income is required for the ***previous*** year.

Once you have filled out the application with your **YEARLY** income please bring in your proof of income and picture ID. We will verify your income and notarize your signature here in the office. **Please be aware we do not have notaries available from 11:30-1:30 Monday-Thursday.** City hours are currently Monday-Thursday 8:00 am to 6:00 pm.

If you have any questions, please call us at 360-578-7915