



# LOW-INCOME WATER AND SEWER RATE REDUCTION APPLICATION INSTRUCTIONS

## PROGRAM OVERVIEW:

The City of Ritzville offers reduced rates to qualified low-income citizens for water and sewer utilities. If approved, you will receive a 20% discount for water and a 20% discount for sewer on your utility bill.

To qualify for the program, you must meet the following requirements:

- Reside at the address receiving Ritzville utility services as your primary residence (occupied for more than six months each calendar year);
- Applicant’s residence must have a separate water meter;
- Applicant must be the named low-income citizen on the City’s utility billing system;
- Any tenant applicant must pay the water and sewer bill directly to the City of Ritzville;
- Only one parcel of property owned by any one applicant may be eligible for the reduced water and sewer rate charge;
- Meet the total threshold requirements below; and
- Provide copies of the required documents outlined in the “How to Apply” section.

For Your 2026 Application, These are the Income Requirements	
Threshold	Total Household Income
1 and 2	\$36,000 or less per year

*Source: Income thresholds 1 and 2 for tax years 2024-2026, per RCW 84.36.381(5)(b). listed on [www.dor.wa.gov](http://www.dor.wa.gov) website and search for “Income Thresholds”.*

**A low-income citizen** shall mean a person who has established the City of Ritzville as their residence and whose total disposable income including that of his or her spouse or co-tenant/s does not exceed thresholds 1 and 2 listed above (per RCW 84.36.381(5)(b)).

**Total disposal income** is the adjusted gross income for each individual over the age of 18 living in the household per RCW 84.36.383(7). Examples of items that are not included in the gross income include amounts deducted for loss, pension and annuity receipts, military pay, veterans’ benefits, attendant-care payments, medical-aid payments, disability compensation, federal social security act and railroad retirement benefits, and capital gains.

No rate reduction shall be afforded to any person shown as a dependent on the income tax return of any other individual, whether or not such person resides at the location for which the rate reduction is sought, unless the total combined disposable income of the applicant, along with their spouse, co-tenant and all family members shown on the income tax return in which the applicant is shown as a dependent, meets the standards established by Ritzville City Code Chapter 10.10 Billing and Collection for City Utilities.

To qualify for a low-income water and sewer rate reduction, your total household income cannot exceed the low-income thresholds listed on the prior page. Examples of income and required documentation are described in the “How to Apply” section below.

### **HOW TO APPLY:**

If you meet the program requirements, please fill out and return the enclosed Low-Income Water and Sewer Rate Reduction Application along with copies of the following for EACH individual living in the household:

- Documentation** – *please block out your Social Security number and financial account numbers on all copies provided to city hall, please make sure your name and address are still visible.*
  - Are you required to file a federal tax return? \_\_\_YES \_\_\_NO  
If yes, it must be attached to this application (as well as the next requirement).
  - Provide a complete copy of your prior year IRS tax return, including all pages and schedules.
  - If you are not required to file a tax return, provide copies of all year-end bank statements (prior year for January through December). We must be able to verify that the money deposited into your bank account(s) matches your reported income.
  - All income information must be disclosed whether federally taxable and federally reported or not on your tax return.
- Application** – please submit the above required documentation with your completed application.

If approved, the rate reduction will be effective only after a completed application is submitted and approved by the Clerk-Treasurer or their designee. The application is non-transferable.

Please contact City Hall if you have any questions. We can be reached by phone at 509-659-1930, email us at [customerservice@ritzville-wa.us](mailto:customerservice@ritzville-wa.us) or in person.

Return the application and required documentation by mail, city hall drop box, or in-person to:  
**City of Ritzville, 216 E Main Ave., Ritzville, WA 99169.**



# LOW-INCOME WATER AND SEWER RATE REDUCTION APPLICATION

Account No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

*To qualify for the rate reduction, the applicant must be 18 years of age or older.*

**INSTRUCTIONS:** Please fill out the gross annual household income worksheet below and enclose copies of income documentation for ALL household occupants as outlined in the “How to Apply” section of the application. If we are unable to verify your income, your application will be denied. **Please block out your Social Security number and financial account numbers on all copies provided to city hall.**

Annual Income Source	Applicant	Resident #2	Resident #3	Resident #4
Social Security Income (SSA, SSI, SSDI, 1099)				
Salary/Wages/Tips (W-2)				
Pension/Veterans' Benefits/Annuities (1099-R)				
Interest/Dividends (1099-INT or 1099-DIV)				
Capital Gains/Losses (1040 + Schedule D)				
Business/Rental Income (1040 + Schedule C)				
IRA Withdrawal (1099-R)				
Other Income (e.g. unemployment, gifts/cash, military pay/benefits, equity payments)				
<b>TOTAL ANNUAL INCOME</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

