

PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THE FORMS.
FORMS MUST BE RETURNED BY MAY 18, 2012



2011
City of Durango
Utility Refund Program
Application Forms and Instructions

You may qualify for the City of Durango Utility Refund Program if you meet ALL of the following requirements.

- Only residents of the City who owned and occupied a home within the city limits, on December 31 and for at least ten (10) months of 2011, are eligible to file a claim for themselves and all eligible members of their household. The resident filing an application must have occupied property, as an owner, on which city utilities were paid in 2011.
- An individual claimed as a dependent on another person's 2011 Federal Income Tax Return is eligible for a refund only as a member of the other person's household and only if the other person is eligible for a refund, unless that dependent is a minor child and is living with a parent or guardian that is eligible for a refund.
- Total Household Income" is defined as all money received during the year and available to be used to provide support for the household or individual." **THIS INCLUDES SALARY, WAGES, GIFTS, ALIMONY, GRANTS, SCHOLARSHIPS FELLOWSHIP, ASSISTANTSHIPS, PENSIONS, SOCIAL SECURITY, CAPITAL GAINS, INTEREST, DIVIDENDS, VETERANS BENEFITS, AND ALL OTHER FORMS OF INCOME BOTH TAXABLE AND NON-TAXABLE.**
- The applicant and all listed family members on the application **must meet the following income guidelines** (see chart below). Income is defined as income from all sources for the refund year.

| Number of Family Members on Application | Total Income from All Sources | Utility Refund Amount |
|---|-------------------------------|-----------------------|
| One | Under-\$12,108 | \$ 95.00 |
| Two | \$12,109-\$16,248 | \$ 118.00 |
| Three or more (dependents) | \$16,249-\$20,376 | \$145.00 |

- You must be lawfully present in the United States to claim a refund. Family members, including the applicant, who are 18 years and older must sign an affidavit and provide a copy of a valid identification form. These must be submitted with the Utility refund application.

Applications and instructions are available at City Hall, 949 E 2nd Avenue, Durango, and on the City's website at www.durangogov.org/forms.cfm .

All applications and required documentation must be received by May 18, 2012. Incomplete applications will not be processed. No late applications will be accepted. All refund checks will be mailed. Please allow 4-8 weeks for processing. If you have any questions about the program or the application, please call 970-375-5034 and leave a message or email questions to valdezgl@ci.durango.co.us.

CITY OF DURANGO

Utility Refund Program

Send completed forms with all attachments to:

City of Durango

Utility Refund Program

949 E 2nd Ave.

Durango CO 81301

For Office Use Only

Date Processed: _____

Verified Income: _____

Verified Residency: _____

Rebate Amount: _____

G/L Account: 11481137309

Claim Denied: _____

Reason for Denial: _____

| Last Name | First name and initial | Date of Birth | | | Number of Months at Current Address |
|-----------------|------------------------|---------------|-----|--------------|-------------------------------------|
| | | Month | Day | Year | |
| Applicant | | | | | |
| Spouse | | | | | |
| Mailing Address | | | | | |
| Service Address | | | | | |
| City | State | Zip | | Phone Number | |

ADDITIONAL FAMILY MEMBER TABLE: Please list below all family members to be included in this application that are not already listed above. Only one application is allowed per family household. Family members are only those persons that you claim on your Federal Tax Return.

| Family Household Members | | | |
|--------------------------|---------------------------|---------------|--|
| Full Name | Relationship to Applicant | Date of Birth | Number of Months at Address Listed Above |
| | | | |
| | | | |

You must be lawfully present in the United States to claim a refund pursuant to the Colorado Revised Statutes section 24-76.5-103. All residents in the household that are listed on the application and are over the age of 18 must sign and submit the attached affidavit and provide a copy of a valid form of identification with the Utility Refund Application. Valid forms of identification include: (1) Valid Colorado drivers license, (2) Valid Colorado issued ID card, (3) US military card or military dependent's ID card, (4) US Coast Guard Merchant Mariner Card, or (5) A Native American Tribal Document.

INCOME INFORMATION WORKSHEET: All 2011 income must be listed for all people included on this application. Please list amounts from all sources that you or members received during 2011. You will be required to submit documents verifying the accuracy of this information.

| Income Table | | | | | |
|---|----------|--------|------------------|------------------|--------------|
| Source of Income | Yourself | Spouse | Family Member #1 | Family Member #2 | Total Amount |
| Salaries, wages, tips, and other employee compensation. | | | | | |
| Interest income, dividends, stock income | | | | | |
| Business income, including farm, rents and royalties | | | | | |
| Social Security benefits | | | | | |
| Private pensions, Old Age pension or VA benefits | | | | | |
| Alimony/Child Support | | | | | |
| Workers Compensation | | | | | |
| Other disability income | | | | | |
| Other income (explain) | | | | | |

- If the application is for the applicant only (as an individual), he or she must establish that they are not claimed as a dependent on anyone else's tax return for the year for which the refund is claimed.
- You **MUST** attach a copy of your **2011 Federal Tax Return** if you are required to file a Federal Tax Return.
- If you are **NOT** required to file a Federal Tax Return you must attach some sort of legal document such as your Social Security income statement and/or any other document that would verify income you have received.
- **Failure to provide income documentation will result in a rejection of your application.**

DECLARATION: I/We do affirm that I/we and anyone included on this application have lived within the City of Durango city limits for the entire year 2011; that I/we meet the income eligibility criteria in the application and instructions for the City of Durango Utility Refund program; and that all the information included on and with this application is correct.

| | | | |
|-----------------------|------|--------------------|------|
| Applicant's Signature | Date | Spouse's Signature | Date |
|-----------------------|------|--------------------|------|

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 No late applications will be accepted
 Please allow 4-8 weeks for processing

Mail completed application and attachments to:
 City of Durango
 Utility Refund Program
 949 E 2nd Avenue
 Durango, CO 81301

Have you enclosed the following?

- Signed and completed Utility Refund Application
- Income Verification Documentation - Required
- Affidavit of Lawful Presence and copies of valid identification - Required.

The City of Durango is not responsible for processing incomplete applications.

City of Durango
Affidavit of Lawful Presence

Primary Applicant

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- I am a United States citizen; or.
 - I am a Permanent Resident of the United States; or
 - I am lawfully present in the United States pursuant to Federal law.
-

Spouse, if applicable

I, _____, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(check one)**:

- I am a United States citizen; or.
 - I am a Permanent Resident of the United States; or
 - I am lawfully present in the United States pursuant to Federal law.
-

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of the State of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

| | |
|-----------------------------|------|
| Primary Applicant Signature | Date |
| Spouse Signature | Date |

You must provide a copy of valid identification with this signed affidavit. See the Utility Refund application for a list of valid forms of identification that will be accepted.