



## Rebate Application Instructions

Fill out your name, address, and birth date. Enter the same information for your spouse, if applicable. List all other members living in your household, including age/birth date. Check the box for disability status.

**Disability is defined as: a physical impairment or neurological condition which prevents your ability to work for a year or more.** If you are filing for disability status, and this is the **first time you have applied**, we require a statement of disability. This can be one you already have from your doctor, a SSI disability statement, or one of our forms completed by your doctor. If you have already submitted this information when applying for the City of Fort Collins Rebate program, you do not need to include the form again.

### Residency

To qualify for the rebate(s) you must have lived in the Fort Collins City Limits for all of 2012 and you must currently be living here. If you lived at more than one address in the City Limits in 2012, please list those on a separate sheet of paper.

### Income

Lines 1-8, please list the amount for all types of income that apply to all members of your household for **2012**. We require income for anyone over 18 years of age.

Line 9, please list any other form of income for your household with a brief explanation.

Attach a copy of the supporting document(s) to prove income amount, such as W-2, Social Security statement, signed Federal Tax Return, etc. If you need a copy of your **2012 Social Security Statement**, you can obtain one by calling 800-772-1213. The rebate office can not obtain Social Security information on your behalf.

Add lines 1-9 and list the amount in the Total box for your Gross income for **2012**.

### Property Owners

If you own the property at the address you listed on the application please check the 'yes' box. If there are any other co-owners of the property where you reside, please list their names. (Mobile home owners check the 'yes' box, list any other co-owners, AND list the amount of lot rent you paid in the 'renters' section below.)

### Renters

Please list the amount of rent you personally paid in 2012. Do not include any portion of your rent that may have been paid by other agencies. List the amount of rent you paid per month, multiplied by 12 for the total rent paid in 2012. For example if your rent was \$300 per month x 12 months = \$3,600. (If you live in a building that is tax-exempt, you are not eligible for the rent rebate).

### Signatures

Please sign and date your application. If you are married, your spouse is also required to sign the form.

Rebate applications that are not signed will not be processed. If someone helped you fill out the application, please list that name and phone number in case of follow up questions.

### Evidence of Lawful Presence

In accordance with Colorado State Law (House bill 1023), to receive a rebate applicants must complete and sign the affidavit (on the back side of the application form). Additionally, you must also include a high quality copy of one of the following forms of identification: Colorado Driver's License (**not expired**), or Colorado Identification Card (**not expired**), or U. S. Military Card, or Native American Tribal Document.

### Status of Rebate Check

**Please allow 6-8 weeks for processing of your application.** Your check will be mailed to the address you listed on your application. Please do not call to check the status of your application before the time frame listed above has passed. If there is any documentation missing from your application, you will receive notification, and we must have any requested documents received in this office by the closing **deadline of 5:00 p.m., Thursday, October 31, 2013.**

If you have any questions about eligibility or completing the form you can call the rebate line at **416-2304**.  
City of Fort Collins ● Rebate Office ● 215 N. Mason St., 2<sup>nd</sup> Floor ● Fort Collins, CO 80524

## General Requirements for All Rebates

1. The City of Fort Collins offers rebates on sales tax paid for food, property tax or rent, and utility charges paid in the **previous** calendar year. (2012) All applicants must comply with the provisions of the City Code, and must not be in default of the terms of any obligation, contract or other agreement with the City (including Utility bill). Applicants must also meet certain qualifications which are shown below.
2. Applicants must have lived within the Fort Collins City limits for **all of 2012**, and must still be living in Fort Collins City limits **at the time of application**.
3. All applicants must verify their lawful presence in the U.S. by including **both** a signed affidavit swearing under penalty of perjury that you are either a U. S. citizen, or a legal permanent resident, or otherwise lawfully present in the U.S. (the affidavit is on the back side of the rebate application) AND a photo I.D. from one of the following: Colorado Driver's license, Colorado Identification Card, U. S. Military I.D., or Native American Tribal Document.
4. Proof of income for all household members is required. Applicants can submit a copy of their Federal Tax return. Other documentation that can be used to verify income includes: **2012** form SSA -1099, or SSI/SSDI statement, W-2 forms, pension statements, etc. (If you need a copy of your **2012** Social Security Statement, you can call toll free at 800-772-1213. (The Rebate office can not obtain Social Security information on your behalf). A household is defined as two or more persons related by blood or marriage living together under one roof. We require proof of income for each person in a household over age 18.
5. Qualified applicants are eligible to receive only one of each rebate per year. Please note submission **deadline**: Complete applications (all paperwork and supporting documentation) must be submitted **by 5:00 p.m.** on **OCTOBER 31, 2013**. Address to submit an application is 215 N. Mason, 2<sup>nd</sup> Floor, Fort Collins, CO 80524.

## Who Qualifies for the Rebate for Sales Tax on Food?

The amount of rebate is **\$54 per qualifying household member** per calendar year. For example, a family with four qualifying members would receive \$216. To qualify for the sales tax on food rebate, the total household income for 2012 cannot exceed the following limits:

<u>Number in Household</u>	<u>Maximum Household Income</u>
1	\$27,200
2	\$31,100
3	\$35,000
4	\$38,850
5	\$42,000
6	\$45,100
7	\$48,200
8	\$51,300

## Who Qualifies for the Rebates on Rent/Property Tax and Utility Charges?

Two additional rebates can be obtained by Seniors and Persons with Disabilities whose total household income does not exceed the income limits listed above:

**Rebate of Property Tax on Rent:** In addition to income listed above, applicant must be 65 or older as of August 1, 2013, or have a disabled household family member (disabled applicants must submit a certificate signed by a doctor, or other proof of disability) **AND** you must have paid property tax in 2012 on a dwelling you owned and lived in, or paid rent in 2012 for the dwelling where you lived.

1. Property owners or mobile home owners: You may be rebated a maximum of the portion of the property tax levied by the City of Fort Collins for the preceding year (9.797 mils)
2. Renters: you may be rebated an amount equal to 1.44% of your total 2012 rent payments. Any portion of the rent paid by another agency such as HUD, is not included in the rebate amount.

**Rebate on Utility Charges:** Must meet all requirements for the property tax rebate **AND** must have had utility services provided by the City of Fort Collins. The **amount rebated will depend on the number of services provided at your location**. Electrical Service=\$48.43 Water=\$32.14 Stormwater Service=\$14.26 Wastewater Service=\$17.87  
Or a maximum rebate amount of \$112.70 if all the above services are provided by the City.