



City of Newark

UTILITY USERS TAX EXEMPTION – LOW INCOME

37101 Newark Boulevard * Newark, California 94560-3796 * (510) 578-4392 * FAX: (510) 578-4306

PLEASE PRINT CLEARLY – FRONT AND BACK OF FORM

Name: Last			First			M.I.		
Residential Service Address:								
Phone #:				E-Mail Address:				

QUALIFICATIONS FOR TAX EXEMPTION

Are you enrolled in Pacific Gas & Electric Company's (PG&E) CARE Program ("California Alternate Rates for Energy" program)? Yes No

If enrolled, attach a copy of your most recent PG&E bill to verify your enrollment in the CARE Program.

UTILITY INFORMATION – attach copies of the first page of the most recent billing for each account.
Only applies to electricity, natural gas, telephone, cell phone, and cable T.V. (not satellite).

UTILITY	ACCOUNT #	NAME ON ACCOUNT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

CERTIFICATION

I certify (or declare) under penalty of perjury that:

- I am the customer of the utilities shown hereon at premises occupied by myself.
- I am currently enrolled in the PG&E CARE Program.
- I will notify the City of Newark within 10 days of any changes, which could affect my eligibility for this exemption.
- I, the undersigned, hereby claim exemption from the utility users tax imposed by Ordinance No. 446

Date:	Signature:
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Do not write below this line – for Finance use only

Date received:	Exemption authorized by:	Date sent to service provider:
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Note:

This exemption will not take effect until the application has been verified and approved by the Tax Administrator and processed by the utilities. The City has up to 60 days to process your request for exemption and if approved, notify the utility companies.

The exemption becomes effective on the beginning of the first regular billing period commencing after the utility has been notified. Residents may be eligible for a refund of taxes improperly collected by the utilities. Residents seeking a refund must contact the City of Newark Finance Department.

It is a misdemeanor for any person to knowingly receive the benefits of the exemptions when the basis for the exemption does not exist or ceases to exist. It is your responsibility to notify the City, within 10 days, if there is a change in fact or circumstances which might disqualify you from receiving the exemption.

I understand that this exemption must be renewed no later than 1 year from the date of authorization. (It is recommended that you reapply two months prior to minimize any lapse in eligibility.)

DOCUMENTATION REQUIRED

1. A copy of your most recent PG&E bill to verify your enrollment in the CARE Program.
2. A copy of your most recent utility bills (the first page of the most recent billing for each account).
3. A copy of CA ID or Driver's License, or other comparable form of identification.

Return completed application form and attachments to:

City of Newark, Finance Department
37101 Newark Boulevard
Newark, CA 94560

Questions?

Call: City Manager's Office
(510) 578-4392