



150 E. Main Street, Fourth Floor, Hillsboro, Oregon, 97123  
Office: (503) 681-6146 ♦ Fax: (503) 681-6245

**Residential Discount/Waiver Application  
Transportation Utility Fee Program**

*“Getting TUF on our streets.”*

Account Holder: \_\_\_\_\_ Account No. \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

*FOR OFFICIAL USE ONLY*

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Approved:  Entered:

Discount %: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Denied:

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions:** Please indicate the discount or waiver program you are applying for by checking the box next the program title on the reverse of this page. Do not forget to attach documentation as required by the program to your application. Unsigned applications will be returned to the applicant. Completed applications should be returned to: TUF Discounts/Waivers, Engineering Department, 150 E Main Street, Fourth Floor, Hillsboro, OR 97123.

**Note:** There are four discount and waiver programs available for residential customers. If applicants are eligible for more than one waiver or discount, applicants may only apply for one program. Applicants who are currently receiving a discount who become eligible for one of the waiver programs before their discount is set to expire may apply for the appropriate waiver program. However, under any condition, only one discount or a waiver will be granted at a time.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

I certify under penalty of perjury that the information I have provided is true and correct. I understand that the City of Hillsboro reserves the right to deny this application if information provided is found to be false. By signing this application, I am agreeing to comply with all terms and conditions of this policy as outlined herewith.

**(continued on reverse)**

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## Waiver Programs

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### **Hardship Waiver (100% Waiver) Program**

Household income is less than the 2011 State of Oregon Income Eligibility Limits  
(See *Hardship Waiver Program Eligibility Criteria and Instruction Sheet*)  
MUST RE-APPLY ANNUALLY (Expires one year after approval.)

Total Household Income\*: \_\_\_\_\_

Number of people living in home: \_\_\_\_\_

- **include income from all persons living in the household (see worksheet on Hardship Waiver Program Eligibility and Instructions sheet.)**

### **Unemployment Waiver (100% Waiver) Program**

Member of the household has recently become unemployed and is receiving unemployment benefits.  
(See *Unemployment Waiver Program Eligibility Criteria and Instruction Sheet*)  
MUST RE-APPLY SEMI-ANNUALLY (Expires six months after approval.)

Name of household member receiving unemployment: \_\_\_\_\_

ATTACH PROOF OF UNEMPLOYMENT BENEFIT RECEIPT. IF HOUSEHOLD MEMBER IS NOT THE ACCOUNT HOLDER, PROOF OF RESIDENCY AT THE ADDRESS IS ALSO REQUIRED.

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## Discount Programs

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### **Motor Vehicle Discount (30% Discount) Program**

No one in household owns a motor vehicle.  
(See *Motor Vehicle Discount Eligibility Criteria, Instruction, and Affidavit Sheet*)  
MUST RE-APPLY ANNUALLY (Expires one year after approval.)

ATTACH AFFIDAVIT(S) FOR EACH HOUSEHOLD MEMBER TO THE APPLICATION.

### **Transit Pass Discount ( 30% Discount) Program**

Applicant required to certify at least one household member has purchased an annual TriMet transit pass  
(See *Transit Pass Discount Program Eligibility Criteria and Instruction Sheet*)  
MUST RE-APPLY ANNUALLY (Expires when pass expires)

Name of household member  
who purchased transit pass: \_\_\_\_\_

Expiration date of pass: \_\_\_\_\_

ATTACH RECEIPT OF PASS PURCHASE TO APPLICATION. IF HOUSEHOLD MEMBER IS NOT THE ACCOUNT HOLDER, PROOF OF RESIDENCY AT THE ADDRESS IS ALSO REQUIRED.



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**Hardship Waiver Program  
 Eligibility Criteria and Instructions  
 Transportation Utility Fee Program**  
*“Getting TUF on our streets.”*

1. 2011 State of Oregon Income Eligibility Limits:

<b>Number of Dependents including yourself</b>	<b>Annual Income</b>	<b>Monthly Income</b>
1	\$20,784.00	\$1,723.00
2	\$27,179.00	\$2,265.00
3	\$33,574.00	\$2,798.00
4	\$39,969.00	\$3,331.00
5	\$46,364.00	\$3,864.00
6	\$52,958.00	\$4,382.00
7	\$53,958.00	\$4,497.00
8	\$55,157.00	\$4,596.00
9	\$56,356.00	\$4,696.00
10	\$57,555.00	\$4,796.00

2. Income includes earned and unearned, including but not limited to income from bonds, stocks, savings interest, dividend income, child support and spousal support.
3. Applicants must have their principal residences at the premises listed on the waiver application form.
4. The premises must be located within the City of Hillsboro.
5. Waivers will not be approved for applicants who own real property, personally or through any corporation, other than the premises listed on the application form.
6. Applications must be renewed annually. The waiver will be granted to qualifying applicants beginning with their next full billing period following approval of the application. The waiver will continue for 12 months. Qualifying residents must reapply each year to receive a waiver for the next 12 months.

(continued on reverse)

**HOUSEHOLD INCOME WORKSHEET\***

1) Wages, salaries and other pay for work	\$ _____
2) Interest and dividends	\$ _____
3) Business net income	\$ _____
4) Social Security, Supplement Security Income (SSI), railroad	\$ _____
5) Pension and annuities (total taxable and non-taxable)	\$ _____
6) Adult and Family Services (welfare)	\$ _____
7) Unemployment benefits	\$ _____
8) Other income sources	\$ _____
	_____
TOTAL HOUSEHOLD INCOME	\$ _____

\* Include income earned for all persons residing in the household as shown on 2011 federal and state income tax returns.



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### **Unemployment Waiver Program Eligibility Criteria and Instructions Transportation Utility Fee Program** *“Getting TUF on our streets.”*

1. A 100% waiver of an applicant’s monthly Transportation Utility Fee will be granted to households where a member or the household has recently lost their employment due to a layoff.
2. Applicants must provide dated evidence of recent receipt of unemployment benefits. Evidence could be any dated documentation from the Unemployment Division demonstrating current unemployment status (e. benefit approval letter or benefit pay stub.)
3. The waiver shall remain in effect for 6 months, regardless of whether new employment is obtained during that 6 month time frame.
4. Only one discount or waiver program is available at the same time. If the applicant is currently receiving the Transit Pass Discount or the Motor Vehicle Discount, applicants may still apply for the Unemployment Waiver. If approved for the Unemployment Waiver, the Transit Pass or Motor Vehicle Discount will be discontinued. Applicants will need to reapply for these discounts when their Unemployment Waiver expires.
5. The waiver shall be granted to qualifying applicants beginning with their next full billing period following the acceptance and approval of the application.
6. Applicants may reapply for the Unemployment Waiver after 6 months if they are still receiving unemployment benefits.
7. ATTACH DATED EVIDENCE OF RECEIPT OF UNEMPLOYMENT BENEFITS TO THE APPLICATION.

(continued on reverse)



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### **Motor Vehicle Discount Program Eligibility Criteria, Instructions, Affidavit Transportation Utility Fee Program** *“Getting TUF or our streets.”*

1. A 30% discount of the Transportation Utility Fee will be granted to households that do not own a motor vehicle. Qualifying customers must certify that no vehicles are registered to the household.
2. It must be demonstrated that **each** member of the household does not own a vehicle, not just one member of the household.
3. The fee discount shall be granted to qualifying applicants beginning with their next full billing period following the acceptance and approval of the application.
4. The discount shall be allowed for each full 30-day period that a household is certified as not owning a motor vehicle.
5. Even if eligible for both the motor vehicle and the annual transit pass discount, the applicant can only apply for and be granted one of the two discounts (maximum 30% discount).
6. The applicant must be the member of the household whose name is listed on the utility bill and provide an affidavit stating the names and birthdates of each member of the household, certifying that no member of the household owns a motor vehicle.
7. The City may verify affidavit claims with the Oregon Department of Motor Vehicles (DMV). The affidavit must grant the City explicit permission to research DMV records of the applicant and household members.
8. ATTACH AFFIDAVIT(S) TO THE APPLICATION.
9. Application for the discount must be renewed **annually**.

**Transportation Utility Fee Motor Vehicle Discount  
City of Hillsboro**

The City of Hillsboro Municipal Code allows residents to reduce their Transportation Utility Fee for their residence by 30% under certain circumstances. In order to qualify for the reduction, the person whose name is on the utility bill must submit an affidavit stating they do not own a vehicle or have a vehicle registered in their name, no occupants of the residence own a vehicle or have a vehicle registered in their name, and no occupants of the residence use a vehicle owned by a third person.

I, \_\_\_\_\_  
(Date of Birth: \_\_\_\_\_) being first duly sworn, depose and say, I am a resident of the premises at: \_\_\_\_\_  
located in Hillsboro, Oregon. I am the person whose name is listed on the utility bill for the residence. I request a Transportation Utility Fee discount for the following reasons:

1. I do not own a vehicle or have a vehicle registered in my name.
2. No other occupants of the residence own a vehicle or have a registered vehicle in their names.
3. I, and all occupants of the residence as listed below\*, do not own a vehicle or have a vehicle registered in their names.
4. I agree to notify the City of Hillsboro Engineering Department in writing within seven (7) calendar days of a change of this information.
5. I understand if I falsely claim an exemption, I may be prosecuted for false swearing and theft with a maximum penalty of one (1) year in jail and a fine of \$5,000.
6. I further understand, if I fail to notify the City as noted herein, I may be prosecuted for theft with a maximum penalty of 30 days in jail and a fine of \$1,000.
7. I grant the City permission to research DMV records of the applicant and members of the household to verify this claim and confirm eligibility for the partial exemption.

\*Name and birthdates of all occupants (if more space is required, list them on a separate and attached sheet \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: \_\_\_\_\_

State of Oregon ) ss.  
County of Washington )

This affidavit was signed and sworn to before me on this, the \_\_\_\_ day of \_\_\_\_\_, 200\_\_, as the person applying for the transportation utility fee discount, for which this instrument was executed.

IN WITNESS WHEREOF, I hereunto set my hand and seal on this same date.

Notary Public of Oregon: \_\_\_\_\_



### **Transit Pass Discount Program Eligibility Criteria and Instructions Transportation Utility Fee Program**

*“Getting TUF on our streets.”*

1. A 30% discount of the Transportation Utility Fee will be granted to applicants who live in a household in which an annual TriMet transit pass has been purchased. The discount is available to any qualifying customer whose TriMet pass purchase is certified.
2. The TriMet transit pass must be an **annual** pass. It may be a 2-zone, all-zone, LIFT, or Honored Citizen 1-year pass. It may have been purchased by the applicant or anyone else in the household.
3. The fee discount shall be granted to qualifying applicants beginning with their next full billing period following the acceptance and approval of the application.
4. The discount shall be allowed for each full 30-day period that it is certified the applicant lives in a household in which an annual TriMet transit pass has been purchased.
5. Even if eligible for both the motor vehicle and the annual transit pass discount, the applicant can only apply for and be granted one of the two discounts (maximum 30% discount).
6. The applicant must attach the receipt proving the purchase of the annual TriMet transit pass. The pass must have been purchased with a check, credit card, or any other form of payment that includes personal identification. ATTACH THE RECEIPT TO THE APPLICATION.
7. If the pass was purchased by another member of the household, and not the applicant, proof of residency at that address must also be attached. A current City or other public utility bill, State tax return, vehicle registration form, or vehicle insurance form shall be provided as proof of residency. ATTACH PROOF OF RESIDENCY TO APPLICATION.
8. The discount application must be renewed **annually** (when the TriMet transit pass expires).