



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive
Mailing Address: PO Box 599
Black Diamond, WA 98010

Phone: (360) 851-4500
Fax: (360) 851-4501
www.blackdiamondwa.gov

Instructions for completing your Lifeline Utility Discount Application

The City of Black Diamond offers reduced utility rates to seniors 62 years of age or older and customers who are disabled and whose annual gross income level does not exceed the amounts listed on the Lifeline Discount Application. To apply, please follow the instructions below and submit all required documents.

Applying for Lifeline Discount as a Senior:

- Applicant must have the property rental lease in their name and be living at the residence.
- Applicant must be 62 years of age or older.

OR

Applying for Lifeline Discount as Disabled:

- Applicant must have the property rental lease in their name and be living at the residence.
- Applicant must be disabled; subject to verification.

First time applicants must submit the Affidavit for Claim of Disability form.

Step #1 Complete Lifeline Discount Application:

Provide all information and sign application.

Step #2 Submit Proof of Identity:

Copy of valid Washington State Driver's license, Passport, Permanent Resident Card or State Identification Card, showing picture, address and date of birth.

Step #3 Submit Verification of Residency form, if applicable:

Must be filled out and signed by owner or property manager.

Step #4 Submit Proof of Income* for EACH individual living in household

(Any person 18 years and older – For example: children, relatives, friends, caregiver, etc.):

Submit Tax Return - All pages of return are required along with copies of income sources (see examples below):

- Wages (W-2)
- SSA or SSI Benefits letter
- DSHS Benefits letter (submit all pages)
- Retirement or Pension
- IRA or Annuity Distributions
- Interest or Dividend (Schedule B)
- Business
- Capital Gains
- Rental
- Trust, Partnership, Estate or Royalty
- Unemployment
- Child Support or Alimony
- VA Benefit or Disability
- L & I Payment Statement
- Cashed Bonds, Life Insurance
- Any other sources(s) of income

**Include all your sources of income even though not all income may be used to calculate household gross income.*

Step #5 Submit your application

Mail to: City of Black Diamond
PO Box 599
Black Diamond, WA 98010
Email: info@blackdiamondwa.gov

Bring to: Black Diamond City Hall
24301 Roberts DR
Black Diamond, WA 98010
Fax: 360-851-4501

Questions? Call 360-851-4500, Monday-Friday 8:30am to 5:00pm