



PRESORT
STANDARD
US POSTAGE
PAID
AURORA, IL
PERMIT NO. 2

POSTAL CUSTOMER

ECRWSS

March 2016

Dear Aurora Resident:

Now through December 1, 2016, the City of Aurora will issue rebates of municipal electricity and gas use taxes paid by seniors (age 65 as of January 1, 2015) and disabled persons during 2015 (i.e., taxes paid to the city through utility bills). The enclosed instruction sheet provides detailed information on the Municipal Electricity and Gas Use Tax Rebate Program. Also, on the reverse side of this letter is a form that should be filed with the appropriate supporting documentation to obtain a rebate. Rebate applications and supporting documentation should be filed with the City of Aurora, Finance Department, 44 East Downer Place, Aurora, IL 60507 (City Hall).

If you have questions about the Municipal Electricity and Gas Use Tax Rebate Program, please contact the City of Aurora Finance Department at (630) 256-3510. Finance Department offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Sincerely,

A handwritten signature in black ink that reads "Brian W. Caputo".

Brian W. Caputo, Ph.D., C.P.A.
Chief Financial Officer/City Treasurer

enclosure

CITY OF AURORA
Municipal Electricity and Gas Use Tax Rebate Program
Application Form
For Taxes Paid in 2015
(Ending Utility Service Date in December 2015)

Mr./Mrs./Ms. (Indicate one.): _____ Applicant's Name: _____

Address: _____ Zip Code: _____

Date of Birth: _____ Telephone No.: _____

Eligibility

To establish your eligibility for rebates, please answer "yes" or "no" to questions A, B, and C below.

A. Age or Disability:

Were you 65 years of age or more during the entire 2015 calendar year? _____
(You must include proof of age when you submit this application if you are requesting a rebate for the first time.)

Or were you disabled during the entire 2015 calendar year? _____
(You must include a copy of a current Illinois Disabled Person's Identification Card when you submit this application.)

B. Did you live at your Aurora residence and pay the municipal electricity tax during the entire 2015 calendar year? _____
(Your name must appear on the utility bills submitted with this application, except as explained on the separate instruction sheet.)

C. Did you live at your Aurora residence and pay the municipal gas use tax during the entire 2015 calendar year? _____
(Your name must appear on the utility bills submitted with this application.)

Amounts of Rebates Requested

Check the appropriate lines.

E. _____ I hereby request the **standard rebate(s)** as indicated below. (Check 1 and/or 2 below)

1) _____ \$25 Rebate of Municipal Electricity Tax Paid

2) _____ \$25 Rebate of Municipal Gas Use Tax Paid

(Copies of your electric and/or natural gas bills, as appropriate, with an ending service date in December of 2015 must be submitted with this application. See the separate instruction sheet for information on how to apply for a rebate when utilities were paid through rent payments or association assessments.)

F. _____ **In lieu of the standard rebate(s)**, I hereby request rebate(s) of the exact amount of tax(es) paid as shown below.

(Fill in the appropriate amounts.)

Municipal Electricity Tax Rebate: \$ _____

Municipal Gas Use Tax Rebate: \$ _____

Total Rebate: \$ _____

(To support the amount(s) for which you are requesting a rebate(s), copies of your electric and/or natural gas bills, as appropriate, for each month of 2015 must be submitted with this application. See the separate instruction sheet for additional information.)

Signature of Applicant

Date

Submit your application with proof of age/disability and copies of the appropriate utility bills to:
City of Aurora, Finance Department, 44 East Downer Place, Aurora, IL 60507

Note: Rebate applications must be delivered to the City of Aurora or, if mailed, postmarked not later than December 1, 2016.

CITY OF AURORA
Municipal Electricity and Gas Use Tax Rebate Program
Instruction Sheet

General

1. The City of Aurora will rebate amounts paid for the municipal electricity tax and the municipal (natural) gas use tax to eligible individuals (as defined below) once each year.
2. Rebates will be based upon payments made by eligible individuals during 2015 (the “rebate year”).
3. Eligible individuals must request rebates of municipal electricity taxes and gas use taxes paid on the application form provided by the city.
4. Only one rebate of municipal electricity taxes and one rebate of municipal gas use taxes will be issued per residence.
5. The standard rebate amounts are \$25 for the municipal electricity tax and \$25 for the municipal gas use tax (a total of \$50 for both rebates). A rebate of more than \$25 for either tax will be made only if an eligible individual has actually paid more than \$25 in electricity taxes or gas use taxes and copies of monthly utility bills are submitted with a rebate application as described below.
6. Applications and supporting documentation should be delivered or mailed to:

City of Aurora
Finance Department
44 East Downer Place
Aurora, IL 60507

7. Rebate applications for the 2015 rebate year must be delivered to the city’s Finance Department or, if submitted by mail, postmarked by December 1, 2016. Applications received after December 1 will be returned to the applicants without the city taking action upon them.
8. Depending upon the volume of applications received by the city at a given time, processing time may be considerable. A rebate check may not be issued until eight weeks or more after the receipt of an application.
9. Questions concerning the municipal electricity tax or gas use tax rebates should be directed to the City of Aurora Finance Department at (630) 256-3510. However, applicants are asked to refrain from calling the Finance Department to check on the status of rebate checks because responding to status inquiries delays the processing of applications.

Eligible Individuals

To be eligible for a rebate of the municipal electricity tax and/or gas use tax paid in 2015, an individual must:

1. Have been a resident of the City of Aurora during the entire 2015 calendar year.
2. Have been 65 years of age or more or disabled during the entire 2015 calendar year.
3. Have received electricity and/or natural gas service at his Aurora residence and paid the municipal electricity and/or gas use tax during the entire 2015 calendar year. For individuals seeking the standard \$25 rebate and submitting copies of only year-end utility bills with their applications as described below, the city will verify full-year residency using its water billing records.
4. Have been the individual responsible for payment of the electric and/or natural gas service account(s) at the residence concerned. The individual may have been jointly responsible for the account(s) with another household member. Except as described in the Special Instructions section below, responsibility for an account is established by the name of the eligible individual appearing on the utility bill.

Required Supporting Documentation

The following documentation must accompany a rebate application.

1. Proof of age or disability. Acceptable proof of age includes a copy of a birth certificate, a driver's license, or a state identification card. Only a copy of the Illinois Disabled Person's Identification Card will be accepted as proof of disability. (If the eligible individual qualified for a utility tax rebate by being 65 years old or more in a prior rebate year, submission of proof of age for the current rebate year is not necessary. However, proof of disability is required every year.)
2. If the standard \$25 rebate amounts are requested, a copy of the electric bill and natural gas utility bill, as appropriate, for the residence concerned with ending service dates in December 2015. Except as described in the Special Instructions section below, the name of the individual applying for the rebate must appear on the utility bills. Also, the bills must reflect that the municipal electricity and natural gas use taxes were actually assessed.
3. If rebates of more than the standard amounts are requested, copies of the electric and natural gas bills for each month of 2015. The last bill for each type of utility service must have an ending service date in December 2015. The first bill for each type of utility service may have a beginning service date in December 2014 and an ending service date in January 2015. Except as described in the Special Instructions section below, the name of the individual applying for the rebate must appear on the utility bills.

Special Instructions

1. As indicated above, to be eligible for a municipal electricity or gas use tax rebate, an individual must be responsible for the payment of the electric or natural gas service account at the residence concerned. An eligible individual may be jointly responsible for the account with another household member. In general, responsibility for an account is established by the name of the eligible individual appearing on the utility bill. However, for any joint account with Commonwealth Edison, only the primary joint account holder's name will appear on a bill.

If an eligible individual is the secondary joint account holder on a Commonwealth Edison account, the individual must present his rebate application in person to the Accounting Division of the City of Aurora Finance Department on the first floor of 44 East Downer Place (City Hall) for filing. When the application is presented, an Accounting Division staff member will place a call to Commonwealth Edison together with the applicant to confirm the applicant's responsibility for the account. To avoid the necessity for filing in person in the future, the city recommends that eligible individuals make arrangements with Commonwealth Edison to become the sole or primary joint holders of the electric accounts for their residences.

2. If an otherwise eligible individual paid for utilities through rent payments, the individual may obtain the rebates of the standard amounts if he submits a copy of his rental agreement with the rebate application. The rental agreement must a) indicate that the individual was the renter of the residential premises concerned during the entire 2015 calendar year and b) identify the utilities (electricity and/or natural gas) that were included in the rent payments made pursuant to the rental agreement.
3. If an otherwise eligible individual paid for utilities through assessments paid to a homeowners or similar association, the individual may obtain rebates of the standard amounts if he submits a signed letter from the association (on the association's letterhead) with the rebate application. The letter must a) state that the individual was the owner of the residential premises concerned during the entire 2015 calendar year and b) identify the utilities (electricity and/or natural gas) that were included in the assessments paid by the individual to the association.
4. In some circumstances, an individual may have paid for one utility directly to the utility company and the other utility through rent payments or association assessments. In such circumstances, appropriate documentation must be submitted with the rebate application to reflect this. For example, assume that an individual paid for natural gas through rent payments but paid for electricity directly and he wishes to obtain more than the standard \$25 rebate for the municipal electricity tax. In such case, the individual should submit copies of all of his electric bills for 2015 and a copy of his rental agreement reflecting that charges for gas were included in the rent payments.