



"Getting TUF on our streets."

Residential Discount/Waiver Application
Transportation Utility Fee Program

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

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

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

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

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

FOR OFFICIAL USE ONLY
Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_
Approved: [ ] Denied: [ ] Entered: [ ] Discount: 30% 100%
Type: HW UW MVD TPD Effective Date: Next billing cycle Duration: \_\_\_\_\_ months
Expiration: \_\_\_\_\_
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 may be mailed to or dropped off in person at:

4415 NE 30th Avenue, Second Floor, Hillsboro, OR 97124

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.

**Waiver Programs**

Hardship Waiver (100% Waiver) Program

Household income is less than the 2020 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\*: \_\_\_\_\_  per month  per year (check one)

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.)**

*\*\*Please do not send documentation that contains Social Security numbers or other confidential identification information.*

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**

Motor Vehicle Discount (30% Discount) Program

No one in household owns a 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: \_\_\_\_\_

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**

1. 2020 State of Oregon Income Eligibility Limits

Number of Dependents Including Yourself	Annual Income	Monthly Income
1	\$25,983	\$2,165.25
2	\$33,978	\$2,831.50
3	\$41,973	\$3,497.75
4	\$49,967	\$4,163.92
5	\$57,962	\$4,830.17
6	\$65,957	\$5,496.42
7	\$67,456	\$5,621.33
8	\$68,955	\$5,746.25
9	\$70,454	\$5,871.17
10	\$71,953	\$5,996.08

- Income includes earned and unearned, including but not limited to income from bonds, stocks, savings interest, dividend income, child support and spousal support.
- Applicants must have their principal residences at the premises listed on the waiver application form. The premises must be located within the City of Hillsboro.
- 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.
- 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.

**HOUSEHOLD INCOME WORKSHEET\***

1) Wages, salaries, and other pay for work	\$ _____
2) Interest and dividends	\$ _____
3) Business net income	\$ _____
4) Social Security, Supplemental 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	\$ _____
<b>TOTAL HOUSEHOLD INCOME</b>	<b>\$ _____</b>

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

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**Unemployment Waiver Program  
Eligibility Criteria and Instructions  
Transportation Utility Fee Program**

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.g., 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.

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**Motor Vehicle Discount Program  
Eligibility Criteria, Instructions, Affidavit  
Transportation Utility Fee Program**

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**.



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

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).