



Utility Tax Rebate Program

Village of Machesney Park
Program Guidelines

General Information

1. The Village of Machesney will rebate amounts paid for the municipal electricity tax and the municipal (natural) gas use tax to eligible individuals (as defined below) on an annual or quarterly basis.
2. Rebates will be based upon payments made by eligible individuals during the rebate year.
3. Eligible individuals must request rebates using the application form provided by the Village.
4. Only one rebate of electricity (or a maximum of four rebates if receiving quarterly rebates) and one rebate of gas use taxes (or a maximum of four rebates if receiving quarterly rebates) will be issued per household.
5. The basic low documentation rebate amounts are \$25 for municipal electricity tax and \$25 for municipal gas use tax (a total up to \$50 for both rebates annually). 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 taxes and copies of monthly utility bills are submitted with a rebate application as described below. The maximum rebate per household is \$150.00 total annually. If rebates are submitted for quarterly reimbursement, the actual amount of taxes paid for that period will be reimbursed as long as the maximum amount of \$150.00 has not yet been reached.
6. Applications and supporting documentation should be dropped off or mailed to:
Village of Machesney Park Hours: 8:00am – 4:30 pm (Monday-Friday)
Finance Department
300 Roosevelt Road
Machesney Park, IL 61115
7. Deadlines: Submit Application and supporting documentation per the below schedule. If an annual submission is made via mail, it must be postmarked by April 30 of the applicable year.
(The quarterly rebate for the first year, 2013, will be as follows: March – June 2013, due August 31, 2013; July – September 2013, due November 30, 2013; October – December 2013, due February 28, 2014)

<u>Period Covering</u>	<u>Due Date</u>
January 1 – December 31, 20XX	April 30, 20X1
January – March 20XX	May 31, 20XX
April – June 20XX	August 31, 20XX
July – September 20XX	November 30, 20XX
October – December 20XX	February 28, 20X1

Eligibility

1. An individual must have been a resident of the Village of Machesney Park during the entire calendar year.
2. An individual must have been at or below the low-income bracket (as defined below) during the entire calendar year (no prorations will be done).
3. A low-income earner is defined by the below table:

Low Income household limits:

1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
\$30,000	\$35,000	\$40,000	\$45,000	\$50,000	\$55,000	\$60,000	\$65,000

4. An individual must have received electricity and/or natural gas service at their Village residence and paid the municipal electricity and/or gas tax during the entire calendar year.
5. Must have been the individual responsible for payment of the electric and/or natural gas service account(s) at the residence concerned. Legal responsibility for an account is established by the name of the eligible individual appearing on the utility bill. If you are jointly responsible for the account with another household member, your application must be submitted in person to Village Hall and a staff member will place a call to ComEd together with the applicant to confirm the applicant's responsibility for the account.

Required Documentation

1. Village of Machesney Park Utility Tax Rebate Application (following)
2. Proof of income and number in household. Acceptable proof of income includes a copy of your US Tax return for the previous year showing adjusted gross income, IRS Notice 703, or other proof of income acceptable by the Village.

Basic low documentation \$25 rebate amount

- a. Above items 1 & 2
- b. A current electric bill **AND/OR** natural gas bill, as appropriate, for the Village residence. The bills must reflect that the municipal electricity and natural gas use taxes were actually assessed.

Quarterly rebate of taxes paid

- a. Above items 1 & 2
- b. The electric and natural gas bills for the applicable period based on the deadlines section above. The rebate amount will be based on the taxes paid for that quarter and shall not exceed the maximum rebate amount of \$150.00 per household in a year.

Annual rebate of taxes paid

- a. Above items 1 & 2
 - b. The electric and natural gas bills for **each month** of the calendar year. The last bill for each type of utility service must have an ending service date in December of the applicable year. The rebate amount will be based on only those months submitted, with a total maximum rebate per household of \$150.00 annually.
3. If an otherwise eligible individual paid for utilities through rent payments, the individual may obtain the rebates of the standard amounts if a copy of the rental agreement is submitted with the rebate application. The rental agreement must a) indicate the individual was the renter of the residential property during the entire 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.



Application

Date: _____

Name: _____ Phone: _____

Address: _____ Email: _____

City: Machesney Park State: IL County: Winnebago Zip: 61115

To establish eligibility for rebates, please circle yes or no to the following questions:

A. Was your household income level below the applicable amounts listed in the chart below? Yes No
Number of persons in household _____ Household Adjusted Gross Income \$ _____

Low Income Household limits:							
1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
\$30,000	\$35,000	\$40,000	\$45,000	\$50,000	\$55,000	\$60,000	\$65,000

B. Did you live at your Village of Machesney Park residence during the entire prior calendar year? Yes No
Homeowner _____ Renter _____ (please see instruction sheet for additional information)

C. Did you pay the municipal electricity tax during the entire prior calendar quarter/year? Yes No

D. Did you pay the municipal gas use tax during the entire prior calendar quarter/year? Yes No

Amount of rebate requested: (please check one of the below) Please see the separate instruction sheet for information required to be submitted

1. _____ **QUARTERLY** - I request the exact amount of tax(es) paid
 Period Covering (bill dates): _____
 Municipal Electricity Tax Rebate: \$ _____
 Municipal Gas Use Tax Rebate: \$ _____
 Total Rebate: (max is \$150.00 annually) \$ _____

2. _____ **ANNUALLY** - I request the **basic low documentation** rebate as indicated below:
 (check **a.** and/or **b.** below as applicable)
 a. _____ \$25 rebate of Municipal Electricity Tax paid
 b. _____ \$25 rebate of Municipal Gas Use Tax paid

3. _____ **ANNUALLY** - In lieu of the basic rebate(s), I request rebate(s) of the exact amount of tax(es) paid
 Municipal Electricity Tax Rebate: \$ _____
 Municipal Gas Use Tax Rebate: \$ _____
 Total Rebate: (max is \$150.00) \$ _____

I certify the above information is true and correct to the best of my knowledge, that I am qualified for the above rebate(s), and that the property address listed above has no commercial or income uses.

Signature of Applicant

Date

Applications and supporting documentation should be submitted to the Village of Machesney Park, 300 Roosevelt Road, Machesney Park, IL 61115. For questions please call Village Hall at 815-877-5432.

