



# BURBANK UTILITY SERVICE SUBSIDY (BUSS) PROGRAM

BurbankWaterAndPower.com | Customer Service: (818) 238 - 3700 | BUSS@burbankca.gov

**The BUSS Program provides an ongoing 14% discount for electric service to income-qualified residents.**

## Step 1: Review Billing Assistance Amounts and Eligibility Requirements

**Applicants must meet the following conditions to qualify for the program:**

- 1** You are the **Account holder** or the **Co-Applicant** on the BWP Account.
- 2** You meet the **income requirements** for the **Burbank PASS Program**, shown on the table on the right. You can learn more about the Burbank PASS program online at [Burbankca.gov/BurbankPASS](http://Burbankca.gov/BurbankPASS)
- 3** You provide documentation verifying **household income and size** (see step 4 of this application), for all home/unit occupants over the age of 18.
- 4** You are **NOT a Lifeline customer**. Lifeline participants are not eligible to participate in the BUSS program.

### BUSS and Burbank PASS Program Income Eligibility

Household Size	Gross Annual Income Limit
1	\$75,034
2	\$82,537
3	\$90,791
4	\$99,870
5	\$109,857
6	\$120,842
7	\$132,927
8+	\$146,219

## Step 2: Provide Household and Income Information

BWP Account Holder or Co-Applicant Name:

Service Address:

City:

State:

Zip:

Phone: ( )

Type:

Cell

Home

Other:

Email:

BWP Account Number:

I am currently enrolled in the BUSS program and am re-enrolling in the program for a new year.

### Household Income

Please provide your household income information.

**Household size:**

**Total Household Annual Income:**

I attest that my household meets the Burbank PASS Program income limits and qualifies for the Burbank Utility Service Subsidy Program.



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## Step 3: Review and Accept Program Terms and Conditions

Program applicant must be the account holder or co-applicant on the BWP account. To become a co-applicant on the BWP account, please call BWP Customer Service at (818) 238-3700, Monday - Friday between 7:30 am and 5:00 pm.

BWP reserves the right to remove households from the program if an applicant is found to have falsified any information provided on this application. Applicants must recertify for the program each year.

Program is available until funds are exhausted. Program is subject to change without notice. For full program details, see our website.

By signing this form you certify that you have read and accepted the program terms and conditions and hereby swear and attest that all information contained in this application is true and correct.

**Signature:**

**Date:**

## Step 4: Provide Copies of Required Documentation for ALL Household Members

- Official IRS documents for: Tax Return / Tax Return Transcript / Wage and Income Transcript  
Previous returns and transcripts available at: [IRS.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript)  
**or**
- Any verification of income assistance with: Burbank Housing Authority (BHA) Section 8 program, Medi-Cal / Medicaid, CalWORKs, CalFresh, Supplemental Security Income (SSI), Refugee Assistance Program, Cash Assistance Program for Immigrants (CAPI), Low Income Home Energy Assistance Programs (LIHEAP) or Low Income Household Water Assistance Program (LIHWAP).

## Step 5: Submit Your Application via Email, Mail, or Drop Off in Person

<b>Mail:</b> Burbank Water and Power P.O. Box 631 Burbank, CA 91503-0631	<b>Drop Off:</b> Burbank Water and Power 164 W. Magnolia Burbank, CA 91502-1720	<b>Email:</b> BUSS@burbankca.gov <b>Please have your account number in the subject line.</b>
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### FOR BWP USE ONLY

Reviewed By:

New applicant    Renewal

Received On:

Approved On: