
GUIDELINES FOR APPLYING FOR YOUR MUNICIPAL TAX REBATE

Unlike previous years, City of DeKalb staff will be calculating your municipal tax rebate based on the **RECEIVED and PAID** electric and gas bills for the months of: **January 2019 through December 2019**.

Use the **Billing due date** on the statement to determine which month it represents.

PLEASE NOTE:

- If your bill was paid via another utility assistance program, such as LIHEAP, that particular bill's municipal tax **will not** be eligible for the rebate that month.
- The address on your bill must match the address on your Water Billing account.
- Your address must be listed on each bill you submit, so please make sure **both sides of your bills are copied** if your address is on the other side than your municipal tax is listed.
- Please keep originals, as documents will not be returned to you.

Please note, you must be approved for the Utility Assistance Program to be eligible for the Tax Rebate.

PLEASE REMEMBER TO MAKE COPIES OF ALL OF THE BILLS FOR VERIFICATION PURPOSES AND SUBMIT WITH THE WORKSHEET ATTACHED.

THE CITY OF DEKALB WILL NO LONGER MAKE COPIES ON YOUR BEHALF.



200 South Fourth Street
 DeKalb, Illinois 60115
 815.748.2000 • cityofdekalb.com

UTILITY REBATE WORKSHEET

Name: _____
(Same as listed on Utility Bill)

Address: _____

Account #: _____

For office use only – do not write below this line

Use Bill Due Date to Determine Month	Electric		Gas	
JAN 2019				
FEB 2019				
MAR 2019				
APR 2019				
MAY 2019				
JUN 2019				
JUL 2019				
AUG 2019				
SEPT 2019				
OCT 2019				
NOV 2019				
DEC 2019				
Column TOTALS:				
Office Use Only				

GRAND TOTAL = _____ **Verified by:** _____

I certify that the above information is true and accurate to the best of my ability.

Signed _____ Date _____

(Office use only)