**This is not an application.** This is a worksheet you can use as a guide to the information you will need to enter into the online application. This form **cannot** be left with the Energy Office.

|  |
| --- |
| **Applicant** **Information** |
| **Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_This name must match the name on your property deed and must appear on the tax return. | **Phone** **2nd Phone** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Physical (Installation) Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Email** **Address(es)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_This is the primary method of communication the VIEO will use regarding your application. Be sure you can access this email and check it regularly. |
| **District** | * St. Croix
 | * St. Thomas
 | * St. John
 |  |
| **Income** |
| **Total Annual Income** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(This must match your 2021VI Income Tax Return or Tax Summary) Enter the number on **Line 9** of form **1040-VI** | **12 Month Average Consumption** \_\_\_\_\_\_\_\_\_\_\_\_\_Use either your monthly summary from customer service or your consumption report from your online account. Use the table below to help find the average. |
| **Total Income of other persons in the home**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_List the income of any other person filing taxes under this address. Include a copy of this return with your uploaded documents. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Average Monthly Consumption**If you are using the **Consumption History Report** from your WAPA customer portal, write down the consumption for the past 12 months.  | Month 1. | Month 4. | Month 7. | Month 10. |
| Month 2. | Month 5. | Month 8. | Month 11. |
| Month 3. | Month 6. | Month 9. | Month 12. |
| Total: |  | Average: (total/12) |

Please be sure to include the following with your application.

* Your Account Consumption History – request in person or by phone from WAPA Customer Service

**or** Consumption History Report – download from your customer portal. Instructions online.

* Your property Deed
* A VI government-issued photo ID (driver’s license, senior citizen card, etc.)

**or** US Passport

* 2021 1040-VI Income Tax Return with IRB stamp

**or** 2021 Income Tax Transcript – request with IRS Form 4506-T

Examples of these documents are available on our website or in our offices.