



# CITY OF NEWARK

## Utility Users Tax (UUT) - Government Exemption Application

This form is to be used by a government agency to apply for the Utility User Tax Exemption with the City of Newark. If there has been a change in utility service providers, please use the Government Exemption Change Form, or contact us immediately at (510) 345-4272 or email us at [NewarkUUT@HdLgov.com](mailto:NewarkUUT@HdLgov.com).

Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # ( ) - \_\_\_\_\_

Email \_\_\_\_\_

### CONTACT INFORMATION

Agency Contact Person \_\_\_\_\_  
(Name / Title)

Address \_\_\_\_\_

Phone # ( ) - \_\_\_\_\_

Email \_\_\_\_\_

**UTILITY INFORMATION – attach copies of the first page of the most recent billing for each account. Only applies to electricity, natural gas, telephone, cell phone, and cable T. V. (not satellite).**

Utility	Account #	Name on Account

### DOCUMENTATION REQUIRED

1. A copy of your most recent utility bills (the first page of the most recent billing for each account).

**CERTIFICATION:** I certify (or declare) under penalty of perjury that:

1. The agency listed above is a government entity attach documentation showing proof (i.e., W-9).
2. I, the undersigned, hereby claim exemption from the utility users tax imposed by Ordinance No. 526.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**Note:** This exemption will not take effect until the application has been verified and approved by the Tax Administrator and processed by the utilities. The City has up to 60 days to process your request for exemption and if approved, notify the utility companies. The exemption becomes effective on the beginning of the second regular billing period commencing after the utility companies have been notified. The agency may be eligible for a refund of taxes improperly collected by the utilities. Agencies seeking a refund must contact the City of Newark Finance Department. It is a misdemeanor for any person to knowingly receive the benefits of the exemptions when the basis for the exemption does not exist or ceases to exist. It is your responsibility to notify the UUT Support Center, within 10 days, if there is a change in fact or circumstances which might disqualify your agency from receiving the exemption. Please be aware that if denied, the agency has the right to file an amended application, or to appeal the Tax Administrator's decision to the City Manager.