COMMERCIAL CUSTOMER ACCOUNT
FOR PAYMENT INSTRUCTIONS

Please read the following instructions for setting up a Commercial Customer Account for payment of disposal fees. Complete the enclosed forms and submit them to the Public Utilities Department, which assists the Public Works Department, Solid Waste Management Division in processing payments.

Customers may need an approved Countywide Solid Waste Profile form prior to submitting these forms, with the exception of yard waste. Each month, the SWMD will be sending you an invoice for your disposal activity. This invoicing normally occurs at the beginning of each month. It is important for you to understand that payment is due immediately when you receive your invoice, for you to continue to defer charges.

The enclosed forms include:

- **Commercial Account for Payment Form**
- **Authorized Vehicle Register Form**: Provide a list of vehicles with permanently affixed numbers that will be used to transport your solid waste material, including:
  - Make of Vehicle, i.e., Ford, Chevrolet, etc.
  - Type of Vehicle, i.e., pickup truck, dump truck, tractor trailer, flatbed, etc.
  - The number on the vehicle that is permanently affixed on both sides of the vehicle and distinguishes it from any other vehicle within your fleet. This number will be unique to that vehicle and displayed so that the scale attendant can see it as your driver enters the scale.

The Florida State Constitution, Article VII, Section 10 prohibits a government agency to extend credit in the manner normally viewed as “credit”. As a result, a prepayment system has been established. To permit you to defer payment until receipt of our invoice, a minimum deposit of $500.00 is required. It is recommended that this prepayment amount be the largest amount expected to be used during any month.

The account will be placed on a cash basis when 95% on the amount deposited is reached.

Never can an account’s disposal activity exceed the amount of their deposit. To help you in deciding the amount to submit as a prepaid deposit, the Commercial Account for Payment Form has a section to calculate a recommended amount to include with your application request. It may be to your advantage to have a prepayment that equals 60 days of your anticipated disposal activity.

For questions about setting up an account for payment, please contact Heidi O’Neill at (813) 663-3246 or by email at ONeillH@hillsboroughcounty.org. For questions concerning disposal, please contact Julie Gordon at (813) 663-3248.

Send your completed application and check to:

Hillsborough County Public Utilities Department
ATTN: Heidi O’Neill,
Customer Account Specialist
Brandon Support Operations Complex (BSOC)
332 N. Falkenburg Rd,
Tampa, FL 33619
## COMMERCIAL ACCOUNT FOR PAYMENT FORM

### BUSINESS INFORMATION:
**NAME TO APPEAR ON ACCOUNT (FIRM’S NAME):**

**MAILING ADDRESS:**
(This information relates to the address where the checks are issued to pay invoices.)

**STREET ADDRESS OF MAIN OFFICE LOCATED WITHIN HILLSBOROUGH COUNTY:**
(This is required if different than the mailing address provided above.)

### CONTACT PERSON AND TELEPHONE NUMBER REPRESENTING THE ACCOUNT:
**NAME:** __________________________  **PHONE NUMBER:** __________________________
**TITLE/POSITION:** __________________________  **CELL NUMBER:** __________________________
**EMAIL ADDRESS:** __________________________

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### PREPAID DEPOSIT AMOUNT ENCLOSED OR ON FILE WITH COUNTY:

**$ __________________ (Minimum $500)**

<table>
<thead>
<tr>
<th>CALCULATION OF DEPOSIT:</th>
<th>Number of tons projected per month</th>
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<tbody>
<tr>
<td>X</td>
<td>Applicable rate per ton see below:</td>
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<td><strong>Processable:</strong> $69.40 per ton or</td>
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<td><strong>Non-Processable:</strong> $59.13 per ton</td>
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<td><strong>Yard Waste:</strong> $35.13 per ton</td>
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**X**

**TOTAL DEPOSIT REQUIRED **

Estimated Waste for 60 days (2 months)

Rounded up to the next $10, i.e.: $544.00 would be $550.00

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**SIGNATURE** __________________________  **DATE** __________________________

**TYPE OR PRINT NAME** __________________________  **TITLE/POSITION WITH FIRM** __________________________

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**OFFICE USE ONLY**
**PUD-Fiscal Services Approval** __________________________  **DATE** __________________________

**SIGNATURE** __________________________  **Account Number Assigned** __________________________
AUTHORIZED VEHICLE REGISTER

NAME OF ACCOUNT: ______________________________________________________

FIRM’S NAME AS IT APPEARS ON VEHICLE (OR LIST THIRD PARTY):

_____________________________________________________________________

THE FOLLOWING VEHICLES WITH THE NUMBER INDICATED ARE AUTHORIZED TO USE
THIS ACCOUNT. (The vehicle number indicated below must be affixed to the vehicle with numbers
large enough and in a position on the vehicle that can be easily observed by the scale attendant
while the vehicle is on the scale.)

<table>
<thead>
<tr>
<th>TYPE OF VEHICLE</th>
<th>VEHICLE NUMBER</th>
<th>LICENSE PLATE NUMBER (TAG)</th>
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<tbody>
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ALL ADDITIONAL PAGES LISTING VEHICLES MUST BE SIGNED.

_________________________ _________________
SIGNATURE                    DATE

_________________________
TYPE OR PRINT NAME

Revised 7/20/18