

**HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS
BUREAU OF ENVIRONMENTAL SERVICES – LANDFILL CREDIT APPLICATION**

\$200 Security Deposit Required with Form (Account is subject to late fees).

<i>Please make checks payable to:</i> Director of Finance, Howard County	<i>Mail form and check to:</i> Director of Finance, Miscellaneous Billing PO Box 2748, Ellicott City, MD 21041
--	---

1. COMPANY NAME: _____
2. FEDERAL TAX ID: _____
3. ACCOUNT #: _____
4. BILLING ADDRESS: _____

5. CONTACT NAME: _____
6. OFFICE PHONE: _____ CELL PHONE: _____
7. EMAIL ADDRESS: _____ FAX: _____
8. TYPE OF BUSINESS: _____
9. NO. OF YEARS IN BUSINESS: _____ NO. OF EMPLOYEES: _____
10. BANK NAME: _____ BANK PHONE: _____
11. HAVE YOU USED THE LANDFILL IN THE PAST? Yes or No
IF YES, NAME OF COMPANY: _____
IF YES, NUMBER OF YEARS: _____
12. HAVE YOU HAD A HOWARD COUNTY LANDFILL CREDIT ACCOUNT? Yes or No
IF YES, UNDER WHAT COMPANY NAME? _____

I agree to pay all charges incurred by my organization as a result of disposing waste at the Howard County Landfill. I understand that a minimum security deposit or bond deposit of \$200 must accompany this form. I have read, understand, and agree to abide by the rules on the back of this application to maintain a credit account with the Howard County Landfill.

_____	_____
Authorized Signature	Date
_____	_____
Printed Signature	Title

FOR OFFICE USE ONLY

ACCT NO. _____ AUTHORIZED BY _____ DATE _____

ACCT TO BE SERVICED CHARGED YES or NO

LANDFILL COMMERCIAL CREDIT ACCOUNT RULES

If you are approved for a credit account based on this application, your drivers will not be required to pay the disposal fee at the time of each visit to the landfill. Instead, Howard County will bill you once per month. A monthly statement will be mailed to the billing address on your credit application no later than the 5th working day of each month for any balance due on your account. You are responsible for keeping the County informed of any change to your billing address and for any other changes in the information provided on your credit application.

Payment of monthly statements may be sent to:

Howard County, Director of Finance
PO Box 2748
Ellicott City, MD 21041

or made online at www.howardcountymd.gov/misc-billing (a convenience fee applies).

Payments must be **received** by the Director of Finance no later than 30 days from the date of the current invoice. When paying your account, attach a copy of your invoice or statement with your payment to insure proper credit to your account. To avoid problems, please do not pay by individual transactions that occur during the month.

Payment for a current invoice is due 30 days from the date of the invoice. If payment is not received by that date, your account is delinquent and will be assessed a penalty of 10% of the total outstanding balance. If your account becomes delinquent, you will be denied further access to the landfill until the balance on your account is paid in full. Howard County reserves the right to revoke your credit account:

- (1) if the account is delinquent 3 or more times in a 6-month period, or
- (2) if 4 or more checks tendered by you in payment of the account are returned by the bank.

Returned checks are also subject to a collection fee, and Howard County will permanently revoke your privilege of paying by check if 4 or more checks are returned.

In January and July of each year, your account will be audited to determine whether your security deposit needs to be increased or whether your account is subject to revocation. After each review, you will receive from the County if:

- (1) your current security deposit or bond must be increased; or
- (2) your account has been delinquent 3 or more times during a 6-month period.

Howard County maintains landfill security deposits in a non-interest bearing account. Your security deposit will be refunded if you close your credit account or if you obtain a bond for security. You may contact the Bureau of Environmental Services at (410) 313-6444 to obtain a bond application. To close your credit account, please notify the Bureau of Environmental Services in writing. The County will then process the request to refund any security deposit.

Please call:

Bureau of Environmental Services (410) 313-6444 - questions regarding a specific scale ticket, transaction, or to report changes on the credit application.

Department of Finance (410) 313-3258 - questions regarding outstanding balances and monthly invoices.