



REFUSE DISPOSAL CHARGE ACCOUNT

Updated: September 2023

A Refuse Disposal Charge Account allows approved customers to go to any RDCK Landfill or Transfer Station and ‘charge’ their waste disposal fees to an account. At the time the charge is made, the Vehicle Driver will be asked to sign our load receipt and will then receive a copy for their records. Accounts Receivable will then create an invoice for all loads from the sites for that day and send them to Customers via email. Invoices are considered due 30 days after they are incurred. On a monthly basis, the RDCK will send a printed statement with a summary of transactions and payments processed during the month.

Accounts may be revoked at any time for non-payment or non-compliance with waste facility rules and regulations. Accounts that are not used for a one year period will become inactive and customers will have to reapply for active account status.

Authorized Charge Accounts are considered a privilege for our customers. Charge accounts should be considered for customers that charge \$100 or more per month on a regular basis. Vehicle licence plate numbers are associated with accounts. A completed application can take 7 to 10 days to process and activate.

CUSTOMER INFORMATION (Please print neatly.)

COMPANY NAME:			
MAILING ADDRESS:			
PHONE NUMBER:		CELL PHONE NUMBER:	
EMAIL ADDRESS:			
NAME OF SIGNING OFFICER AND CONTACT PERSON:			
HOW LONG IN BUSINESS:			
ESTIMATED MONTHLY CHARGE:	\$	ANNUAL CHARGE:	\$

Please provide two CREDIT CHECK REFERENCES other than Financial Institutions that we can contact to verify your account status:

Company Name: _____ E-Mail: _____
 Name: _____ Phone: _____

Company Name: _____ E-Mail: _____
 Name: _____ Phone: _____

I, (print) _____ understand that charge accounts must be paid when due.

Authorized Signatory (sign): _____ Date: _____

OVERDUE REFUSE DISPOSAL ACCOUNTS

The following will take place for any company and/or person with charging privileges.

An overdue account resulting in being placed on the Restricted List (for non payment or late payment of their account) three times shall automatically be placed on a cash only basis at all the Regional District waste disposal facilities. Those on the Restricted List are required to pay their account in full before access will be considered.

We thank you for your attention regarding the timely payments of your refuse disposal account. Should you require any additional information, please contact the Accounts Receivable Lead, Marla Dreher at 250.352.1509.

Heather Smith, CPA, CGA
Manager of Finance

HS/md

VEHICLE REGISTRATION

This is a reminder that ALL vehicle Licence Plates in use by RDCK Refuse Disposal Account Holders MUST be registered through the RDCK Nelson office prior to attending RDCK Resource Recovery facilities. If a plate is not registered, the Vehicle Driver will not be able to put the fees onto the Account and the Vehicle Driver will need either cash or a debit card to pay the disposal fees.

It is the responsibility of the Account Holder to advise the RDCK when Licence Plates are to be added or removed from the Account. Plates can only be on one account at a time. Temporary plate transfers between accounts are not allowed. If an Account Holder hires a sub-contractor to do work on behalf of the Account Holder, and the sub-contractor's licence plate is registered to the sub-contractor's own Refuse Disposal Account, it is the responsibility of the sub-contractor to pay for the disposal fees and invoice the Account Holder.

Requests to add, remove or verify the Licence Plates on an account must be submitted **in writing** at least **two (2) business days prior to arriving** at a Transfer Station or Landfill. All fees incurred on plates added at the request of the Account Holder are their responsibility to pay.

Please contact the RDCK's Environmental Services Department at RRDept@rdck.bc.ca.

Please note changes may require two (2) business days after receipt to become operational.

Licence Plates must be clearly visible to the Site Attendant upon entering the site. Ensure dirt or snow is cleared from the Licence Plate.

Thank you for your cooperation.

VEHICLE IDENTIFICATION REGISTRATION
Use for New Plate Requests and Requests for Plate Updates

Vehicle Licence Plate #	Vehicle Description (e.g.: Blue Ford F150)	Waste Facility Location(s)

Company Name

Signature

Phone Number

Print Name

Date

Email Address

Email completed form to RRDept@rdck.bc.ca
ATTENTION: Environmental Services Department

NOTE:

It is the responsibility of the Account Holder to ensure they have a copy of the current user fees for waste disposal **prior** to disposing of waste. User fees can be obtained from:

- a) www.rdck.ca
- b) Email request to RRDept@rdck.bc.ca
- c) Phone 250.352.8161

RDCK OFFICE USE ONLY

ACCOUNT INFO:

Charge Account Applicant's Name: _____

CREDIT CHECKS:

Name: _____ Amount/month: _____ Paid on time: _____

Name: _____ Amount/month: _____ Paid on time: _____

Reviewed by Heather Smith, CPA, CGA: _____ Signature: _____

Date: _____

Approved Not Approved

ACCOUNT NO.: _____

ACCOUNT CODE: _____