

Hans W. Kernkamp  
General Manager-Chief Engineer

Department of Waste Resources  
14310 Frederick Street  
Moreno Valley, Ca 92553

### **DEFERRED PAYMENT POLICY**

- A Security Deposit in the form of Cash or Bond (**on our form**) with Riverside County Department of Waste Resources as payee is required for all users, other than government agencies, before deferred payment can be extended. The amount of this deposit is based on the projected disposal fees for a three month average usage period and is subject to increase or decrease as your usage needs change.  
**PLEASE NOTE:** A cash deposit received in the form of a company check or personal check will have a mandatory 10 day hold to guarantee receipt of funds.
- Security will be held as a guarantee for prompt payment of monthly billings and will be claimed only in the event of default. Unpaid bills and pending charges shall not exceed the security deposit amount and are subject to a 1 ½ % per month administrative charge if the bill is not paid 15 days after the billing date.
- 501 C (3) Non-Profit businesses are subject to a 1 ½ % per month administration charge if the bill is not paid 30 days after the billing date.
- It is your responsibility to have the County listed as additional notification from your bank to receive statements pertaining to a Bond or any correspondences in regards to such.
- Accounts that are forty-five (45) days in arrears may have their deposit monies used to make their accounts current and their charge privileges revoked.
- All deferred accounts will be held responsible for any collection related costs the Department may incur on a delinquent account.
- You may request to close your account by submitting a formal request for a refund of deposits on hand or a signoff of the bond in writing. Either party may terminate the account by giving thirty (30) days written notice to the other.
- Deferred Accounts shall be reviewed for sufficient deposit or bond no less than once every two (2) years at which time we may increase or refund monies to maintain the account at a sufficient amount.
- Deferred payment privileges are extended as a convenience to users and which is subject to prompt payment of monthly billing statements.

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**DEFERRED PAYMENT POLICY (continued...)**

- A one-time **NON-REFUNDABLE PROCESSING FEE OF \$50.00** is required to cover the cost of setting up the account and the production of new Deferred Payment Cards.
- We are unable to accept credit references from the following: Banks, Credit Cards, Home Depot, and Lowes.
- Transaction cards are the property of the Riverside County Department of Waste Resources and must be surrendered upon demand.
- You may request additional or replacement cards for an additional fee of \$3.00 per card, by contacting our office.
- All other administrative fees associated with a deferred payment account are attached to this document. Please keep a copy of the sheet for your records.
- **ACCESS AND USE OF YOUR DEFERRED PAYMENT ACCOUNT WILL NOT BE ALLOWED AT THE DISPOSAL SITES WITHOUT A TRANSACTION CARD ISSUED FROM THIS OFFICE.**

## **INFORMATION ON SECURITY DEPOSIT FORMATS**

Listed below are the different forms of security deposits accepted by the County of Riverside Department of Waste Resources.

1. **Cash deposit:** This type of deposit is a check made out to the Riverside County Department of Waste Resources. We will deposit the check into our trust account, and hold the funds as surety of payment until you cancel the account, at which time the amount of your deposit is refunded if your account is paid in full.
2. **Bond deposit:** If you wish to use this type of deposit you will need to contact our office to request a Bond Form. There are quite a few accredited bonding agencies that will issue bonds (Ohio Casualty, Wausau, Insurance Company of the West, St Paul's to name a few). The bond needs to be sent to us with all acknowledgements and corporate seal affixed. An accredited bonding agent will know how to fill out the bond form. All bonds may be adjusted higher or lower by having a rider attested. The Riverside County Department of Waste Resources holds the original bond until the account is cancelled, at which time the bond will be returned to you with a letter of release as long as the account is paid in full.



RIVERSIDE COUNTY  
 DEPARTMENT OF WASTE RESOURCES  
 ACCOUNTS RECEIVABLE SECTION

14310 FREDERICK ST.  
 MORENO VALLEY, CA 92553  
 (951) 486-3200 or 486-3330

**ADDITIONAL INFORMATION REQUIRED**

**PLEASE PRINT OR TYPE**

Company Name \_\_\_\_\_

Type of Business \_\_\_\_\_

Type of Refuse: (Example, routine refuse, construction demo, greenwaste, roofing material)

\_\_\_\_\_

Type of vehicles entering landfill: (Mark all that apply)

Stake bed \_\_\_\_\_ Truck \_\_\_\_\_ Truck with Trailer \_\_\_\_\_

End Dump \_\_\_\_\_ Dump Truck \_\_\_\_\_ 18 wheel vehicle \_\_\_\_\_

Roll Off \_\_\_\_\_ Other \_\_\_\_\_ (Please Explain)

Number of Cards requested: \_\_\_\_\_

Estimated Monthly Tonnage: \_\_\_\_\_ Estimated Monthly Loads: \_\_\_\_\_

**TRUCK INFORMATION**

<b>Make of Truck and Trailer</b>	<b>Year</b>	<b>License #</b>	<b># of wheels</b>	<b>Vehicle Weight</b>

**ACKNOWLEDGMENT**

I certify that the above information is true and correct to the best of my knowledge and belief. I also have read and signed the Landfill Safety Rules and explained them to our drivers.

\_\_\_\_\_  
 Signature of Applicant Date

**TYPE OF ENTITY**

The following formats are to be used to describe your company's entity. If your company is a corporation and is not incorporated in California, please name the state in which it is incorporated on the space provided.

**1.) CORPORATION:**

- a) ABC Inc., a California corporation
- b) ABC Inc., a (name of state)\_\_\_\_\_corporation

**If not a Corporation, please circle one of the listed options that best describe your company.**

**2.) SOLE PROPRIETORSHIP:**

- (a) John Doe and Jane Doe; or
- (b) John Doe doing business as XYZ Company

**3.) JOINT PROPRIETORSHIP ( 2 OR MORE):**

- (a) John Doe and Jane Doe; or
- (b) John Doe and Jane Doe doing business as XYZ Company

**4.) JOINT VENTURE:**

- a) John Doe and Jane Doe, a joint venture; or
- b) John Doe and Jane Doe, a joint venture doing business as XYZ Company

**5.) UNINCORPORATED ASSOCIATION:**

- a) John Doe, Jack Roe, & Frank Poe, an unincorporated association; or
- b) John Doe, Jack Roe, & Frank Poe, an unincorporated association doing business as XYZ Company

**6.) GENERAL PARTNERSHIPS:**

- a) XYZ Company, a general partnership comprised of John Doe, Jack Roe, & Frank Poe

**7.) LIMITED PARTNERSHIP:**

- a) XYZ Company, a limited partnership

**8.) 501 C (3) NON-PROFIT ORGANIZATION:**

- a) XYZ Foundation, a non-profit organization; or
- b) XYZ Church, a non-profit organization

**9.) OTHER: Please describe:\_\_\_\_\_**

**Type of Entity information continued next page**

**TYPE OF ENTITY(continued...)**

**BUSINESS LICENSE NUMBER** \_\_\_\_\_

**FEDERAL EMPLOYER IDENTIFICATION NUMBER** \_\_\_\_\_

**If not a Corporation, the following information is required by your company.**

**1) OWNER'S SOCIAL SECURITY NUMBER** \_\_\_\_\_

**2) OWNER'S NAME** \_\_\_\_\_

**3) OWNER'S HOME ADDRESS** \_\_\_\_\_

**4) OWNER'S HOME PHONE NUMBER** \_\_\_\_\_

**Please return all five pages of the completed original application along with your Non-Refundable Processing Fee of \$50.00 to:**

Riverside County Department of Waste Resources  
14310 Frederick Street, Moreno Valley, CA. 92553

**TO ALL CHARGE CUSTOMERS:**

The Riverside County Department of Waste Resources is mandated by state law to track the origin of waste entering its landfills. As an account holder with the Department, your assistance is essential. The purpose of the following question is to determine where customers do business and from which city (or unincorporated county) their waste is generated.

Does your business operate and generate refuse/trash as a result of those operations within the city limits of any of the following areas? (Please check each area)

Banning	_____	Beaumont	_____
Blythe	_____	Calimesa	_____
Canyon Lake	_____	Cathedral City	_____
Coachella	_____	Corona	_____
Desert Hot Springs	_____	Hemet	_____
Indio	_____	Indian Wells	_____
La Quinta	_____	Lake Elsinore	_____
Moreno Valley	_____	Murrieta	_____
Norco	_____	Palm Desert	_____
Palm Springs	_____	Perris	_____
Rancho Mirage	_____	Riverside	_____
San Jacinto	_____	Temecula	_____

Unincorporated Area \_\_\_\_\_  
 (Outside any city limits)

What type of business are you in?

How long have you operated in these areas?

Person completing the above information:

\_\_\_\_\_ Signature

\_\_\_\_\_ Printed Name

\_\_\_\_\_ Date

\_\_\_\_\_ Telephone Number

\_\_\_\_\_ Fax number

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For Waste Resources Office Use Only:

Customer Acct #: \_\_\_\_\_ Customer Name: \_\_\_\_\_



## AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_, hereby authorize the release of any credit related information requested by Riverside County Department of Waste Resources for the purpose of establishing a deferred payment account with their organization. Inquiries may be made by Waste Resources either by mail, telephone, facsimile machine, or in person.

\_\_\_\_\_  
**Owner/ Authorized Individual**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Company Name**