

## **DEFERRED PAYMENT ACCOUNT APPLICATION INFORMATION**

The City of San Diego's Environmental Services Department offers a Deferred Payment Account (DPA) option for landfill customers who maintain a minimum usage equating to \$250 of account charges per three-month period or that have current contracts for disposal of Navy refuse.

How to Apply:

- 1) Read pages one and two to determine eligibility.
- 2) If your company or organization qualify to apply for the Deferred Payment Account, read and fill out the application found on pages three through six.
- 3) Have your insurance company fill out the Surety Instrument Form.
- 4) Email signed copies of the completed application and surety instrument to [esdlandfill\\_ar@sandiego.gov](mailto:esdlandfill_ar@sandiego.gov), and mail the signed originals to the Environmental Services Department, Disposal & Environmental Protection Division. The complete address is listed within the application. Only original signatures will be accepted.

### **REQUIREMENTS**

- 1) Accounts are invoiced monthly, and payments are due seventeen (17) days from the date of invoice. (make only payment due)
- 2) Individuals or organizations shall be solely responsible for informing the Environmental Services Department in writing of any changes to information provided on the application (i.e. contact person, address change, phone number, etc.) to:

City of San Diego, Environmental Services Department  
Attention: Accounting  
9601 Ridgehaven Court, Ste. 310  
San Diego, CA 92123

- 3) **Invoice payments are to be submitted to the City Treasurer's Office at the address listed on the invoice. Payments must reference the City of San Diego's invoice number for proper credit. Any payments submitted to the Environmental Services Department shall be returned to the customer and the payment date will reflect the postmark or delivery date to the City Treasurer's Office.**
- 4) Fifty dollars (\$50) or 10% of the invoice amount, whichever is greater, in penalties will be assessed on payments postmarked after the invoice due date, plus 1% in interest per month thereafter. In addition to late penalties and interest, collection fees may be assessed. The City of San Diego does not provide extensions of payment due dates.
- 5) City of San Diego City Charter Section 99 mandates that the City shall not grant credit. To establish a DPA, a bond must be provided, payable to the City of San Diego.

- 6) Surety bonds must be continuous. Replacement bonds must also be continuous.
- 7) **Individuals or organizations who do business with a bond company existing outside of the State of California shall provide verification of authority to do business in the State of California.**
- 8) A minimum surety amount totaling \$250 is required for application.
- 9) The recommended surety amount should provide for three (3) times the highest monthly landfill usage per quarter during the current fiscal year. A surety rider must be submitted to increase bond amount.
- 10) Lack of surety will result in an inability to utilize landfill services.
- 11) Accounts may be closed at any time if not in compliance with City Rules and Regulations, policies, codes and/or the Fee Schedule and Regulations for the Miramar Landfill.

FOR CITY USE ONLY  
DPA # \_\_\_\_\_  
SAP # \_\_\_\_\_  
CONTACT # \_\_\_\_\_  
BP # \_\_\_\_\_

**CITY OF SAN DIEGO  
DEFERRED PAYMENT ACCOUNT (DPA)  
APPLICATION AND AGREEMENT**

Company/Individual \_\_\_\_\_

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

City of San Diego Business Tax Certificate # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Accounts Payable Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Email \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Surety Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Bank Information (only required if requesting bond amount greater than \$250)

Name of Bank \_\_\_\_\_

Branch and Telephone Number \_\_\_\_\_

Checking Account Number \_\_\_\_\_

Credit References (only required if requesting bond amount greater than \$250)

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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Account Number \_\_\_\_\_

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

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Account Number \_\_\_\_\_

Estimated Monthly Usage \$ \_\_\_\_\_ Requested Surety Amounts \$ \_\_\_\_\_  
(Minimum \$84) (Minimum \$250.00)

Have you ever had a DPA with the City of San Diego? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, when \_\_\_\_\_ and what was your account # \_\_\_\_\_

The charge for DPA cards is \$10 each (no-fee authorized window placard will be emailed upon approval).  
Number of DPA cards being requested (fees will be charged to account): \_\_\_\_\_

Deferred Payment Accounts (DPA) for landfill disposal fees are available to individuals or organizations that maintain an average landfill usage of at least two hundred-fifty dollars (\$250 per three-month period) or that have current contracts for disposal of Navy refuse.

Establishment and use of DPA are made under the following conditions:

- 1) The Agreement will be valid indefinitely, or until replaced or canceled by the Environmental Services Director (Deferred Payment Accounts and Agreements used solely for disposal of Navy refuse shall be valid through the period of the Navy contract(s) only).
- 2) Individuals or organizations shall be solely responsible for all charges incurred by the use of each authorized window placard or DPA card, whether or not the charges incurred were authorized by the account holder.
- 3) Individuals or organizations shall provide an authorized window placard or DPA card for each transaction. Additionally, individuals or organizations must provide 3<sup>rd</sup> party haulers an authorized business letter for use of account for each transaction. Authorized letter shall include, but not limited to, date of use, account #, business name, and 3<sup>rd</sup> party hauler name. No exception.
- 4) Individuals or organizations shall be solely responsible for informing the Environmental Services Department in writing of any changes to information provided on the application (i.e. contact person, address change, phone number, etc.)
- 5) DPAs will be invoiced every month for disposal fees accrued during the preceding month. Payment is due to the City Treasurer's Office seventeen (17) days from the date of invoicing.
- 6) All charges must be paid in full, and remitted to the City Treasurer's Office on or before the designated due date. **Payments must have the City of San Diego's invoice number on the check or money order.** Payments postmarked after the due date will be considered delinquent and penalties assessed. DPA privileges may be denied until full payment and penalties are received. Time extensions shall not be granted.
- 7) A late penalty of fifty dollars (\$50) or 10% of the invoice amount, whichever is greater, will be assessed on payments postmarked or delivered after the invoice due date. For each month late thereafter, one percent (1%) interest per month will be charged in addition to late penalties and collection fees.
- 8) For all discrepancies contact Accounting at [esdlandfill\\_ar@san Diego.gov](mailto:esdlandfill_ar@san Diego.gov). An account may be eligible for adjustments; however, an invoice once issued must be paid in full by the due date, otherwise late penalties will be assessed. Warrant refund checks, if applicable, will be made subsequent to payment of the invoice.
- 9) **Individuals or organizations who do business with a bond company existing outside of the State of California shall provide verification of authority to do business in the State of California.**
- 10) Account holder will be responsible for increasing the Surety amount as needed to continue receiving landfill services without interruption.
- 11) Account holder shall provide to the Environmental Services Department a continuation certificate for continuous bonds with a renewal and/or expiration date noted on Surety Instrument on or before due date.

- 12) Delinquent invoices will be referred to the City Treasurer's Office for collection. Any payment on an invoice referred to the City Treasurer's Office will not automatically reflect the payment amount on the DPA surety balance.
- 13) DPA available surety balances are updated each week. Payment must be received before the close of a scheduled bond update in order to maintain a favorable surety balance. Payment received after the close of a scheduled bond update will not be posted until the next scheduled bond update.
- 14) Fees may be assessed for special processing requested by customers for their account or service based activity. Fees will be assessed for items including rush requests, extra processing requested by customers, customer errors, payments, fee waivers and appeals, etc. Assessments will be a minimum of \$10 per transaction. Additional assessments may be imposed for City costs of staff time, materials, and resources. Charges will be assessed for DPA cards or documents and receipts:
  - A. New or replacement cards - \$10 each
  - B. Duplicate copies of documents including receipts, invoices, etc. - \$5 each
  - C. Duplicate copies of Detail Report or other reports - \$15 each

**Fees and penalties are subject to automatic annual adjustments based on annual Consumer Price Index changes effective July 1 of each year.**

- 15) DPA authorization may be revoked at any time for non-payment or failure to maintain and comply with surety bond requirements as determined by the Environmental Services Department.
- 16) DPAs are monitored periodically to ensure that account holders are maintaining the minimum levels of landfill usage required to maintain a DPA, which is \$250 in landfill disposal fees covering a timeframe of three months, and \$1,000 per year. DPAs will be closed if not in compliance with minimum required usage.
- 17) If it is determined that the user is not in compliance with the Agreement, conditions, regulations, statutes, or ordinances relating to the collection and/or disposal of refuse at City of San Diego disposal facilities, the Deferred Payment Account may be revoked.
- 18) Individuals or organizations are required to comply with the City Regulation for Waiver of Disposal Fees for Navy Refuse at Miramar Landfill, if they claim disposal fee waivers for loads under contract with the Department of the Navy. The Regulation establishes uniform requirements and procedures for granting fee waivers to the Navy and its contractors. Failure to adequately prove the fee exempt status of the load(s) shall result in fees being charged for the disallowed loads, and it will be the obligation of the contractor to make such payments, together with penalties and interest, upon demand by City. Refuse eligible for Navy refuse fee waivers must be composed of 100% Navy materials and be generated within the City of San Diego boundaries.

The undersigned certifies that the application is true, complete, and correct to the best of his/her knowledge and belief. If the application is made on behalf of a partnership or corporation, the undersigned certifies that he/she is authorized to make this application on behalf of such partnership or corporation. If the application is accepted by the City, the undersigned hereby agrees to comply with the above conditions and all of the provisions established by San Diego Municipal Code Chapter VI, Article 6, or by law, relating to establishment and maintenance of the Deferred Payment Account.

I hereby agree to the conditions as stated herein.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**PLEASE KEEP COPY FOR YOUR RECORDS AND REFERENCING**

FOR CITY USE ONLY

DATE RECEIVED: \_\_\_\_\_

\_\_\_\_\_ APPROVED

DATE PACKAGE COMPLETE: \_\_\_\_\_

\_\_\_\_\_ DENIED

Verified and Approved By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date