



KITSAP COUNTY DEPARTMENT OF PUBLIC WORKS

614 DIVISION STREET (MS-26), PORT ORCHARD, WA 98366-4699 | KITSAP1: 360.337.5777 | KITSAPGOV.COM

KITSAP COUNTY PUBLIC WORKS SOLID WASTE DIVISION CHECK/CREDIT ACCOUNT POLICY

I. CREDIT ACCOUNTS

- A) Customers desiring to open an account with Kitsap County Public Works Solid Waste Division (SWD) for disposal of refuse at Olympic View Transfer Station or Hansville Recycling and Garbage Facility are required to complete a credit application, and accept all terms and conditions contained therein (attached).
- B) It is the obligation of the customer to maintain accurate account information, particularly contact information, and inform the SWD in writing of any changes.
- C) If a monthly statement is returned to the SWD as undeliverable mail, the SWD will attempt to contact the customer by telephone. The SWD is under no obligation to attempt to deliver a statement for a second time. If the SWD is unable to contact the customer by telephone, the account will be temporarily closed pending the receipt of updated account information. The SWD reserves the right to permanently close and forward the account to a collection agency if updated contact information is not received. The Division is not responsible for any additional fees added by the collection agency.

II. OVERDUE PAYMENTS ON ACCOUNT

- A) Fees for service shall be the obligation of the customer from the date of accepting service. Bills are due by the current due date on the monthly statement.
- B) Accounts overdue by thirty-one to sixty (31-60) days will be sent an overdue notice. A service charge of 1.5% of the original overdue amount will be added each month to any account which is overdue by thirty-one to sixty (31-60) days, as shown on the account statement.
- C) Accounts overdue by sixty-one (61) days will automatically be closed. A service charge of 1.5% will again be added to the account. The account may be reopened when the outstanding balance is paid in full.
- D) Accounts overdue by ninety-one (91) days will be required to submit, in writing, a payment schedule outlining a timeframe for full payment of the account balance. Another service fee of 1.5% will be added.
- E) The County reserves the right to forward accounts greater than 91 days overdue to a collection agency. The customer will then be responsible for any additional fees added by the collection agency.

- F) If an account has been overdue three times total in the sixty-one (61) to ninety (90) days period, the account will be permanently closed.

III. CHECKS RETURNED FOR NON-SUFFICIENT FUNDS

When a check is returned to Kitsap County Public Works Solid Waste Division for insufficient funds, a \$20.00 processing fee may be charged. The SWD will attempt to contact the responsible party by telephone to arrange an alternate form of payment. If contact is unsuccessful, the SWD reserves the right to forward the matter to a collection agency. The collection agency will then be responsible for contacting the individual and obtaining payment. The customer will then be responsible for any additional fees added by the collection agency.

IV. INCOMPLETE TRANSACTIONS AT OLYMPIC VIEW TRANSFER STATION

- A) Because payment at Olympic View Transfer Station is not required until after refuse has been dumped, occasionally customers do not have sufficient funds to pay for the transaction in full. This is termed an “incomplete transaction”, as full payment has not been received. Customers will receive a handout from the attendant indicating how the transaction may be completed, as follows: 1) return to OVTs the same day with full payment; 2) mail or deliver payment to the Public Works Building or 3) use the on-line “Point and Pay” system to complete the transaction.
- B) If the transaction is not completed by the end of the calendar month in which it occurred, a bill will be sent to the customer, and additional finance charges may apply.
- C) If payment is not received in full within 90 days of the customer being sent the original bill, the SWD reserves the right to forward the matter to a collection agency. The collection agency will then be responsible for contacting the individual and obtaining payment. The customer will then be responsible for any additional fees added by the collection agency.



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OLYMPIC VIEW TRANSFER STATION & HANSVILLE RECYCLING AND GARBAGE FACILITY CREDIT APPLICATION

Please return completed form by mail, fax or email to Jessica Hartung,
Kitsap County Department of Public Works, 614 Division Street MS-27, Port Orchard, Washington 98366
Phone (360) 337-7127 | Fax (360) 337-4868 | Email: jhartung@kitsap.gov

CUSTOMER INFORMATION

Type of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation
Business Name:	_____ dba: _____			
Physical Address:	_____			
	Street	City	State	Zip
Phone:	_____ Fax: _____			
Billing Address:	_____			
(if different)	Street	City	State	Zip
Phone:	_____ Fax: _____			
Email:	_____ Website: _____			
Year Established:	_____ Number of Employees: _____			
Federal Tax ID No:	_____ UBI #: _____			

VENDOR REFERENCES

Please include a minimum of three business references with which you have already established a credit history

Business Name:	_____		
Email:	_____	Fax:	_____
Business Name:	_____		
Email:	_____	Fax:	_____
Business Name:	_____		
Email:	_____	Fax:	_____

I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am an authorized agent of the applicant with the authority to enter into this agreement. By my initials, _____ I also hereby affirm that I am aware of and understand the terms and conditions applicable to this application and which are contained in the subsequent pages of this application.

Signature: _____	Title: _____
Print Name: _____	Date: _____

TERMS AND CONDITIONS

In exchange for the Kitsap County Public Works Solid Waste Division (SWD) extending limited credit accounts to qualifying applicants for the disposal of qualifying solid waste at the Olympic View Transfer Station (OVTS), 9300 SW Barney White Road., Bremerton, Washington, and the Hansville Recycling and Garbage Facility (HRAGF), 7791 NE Ecology Road., Kingston, Washington, the applicant hereby agrees to the following terms and conditions.

1. I will maintain accurate account information and promptly inform the SWD, through the Transfer Station Accountant at the contact information above, of any changes to the account information.
2. I will pay the fees applicable to the disposal of qualifying solid waste at OVTS or HRAGF and any service charges resulting from my delinquent account. I understand that such fees are my obligation from the date OVTS or HRAGF accepts the qualifying solid waste. Further, I agree that this account is for my use and my company's use only and will not be transferred or assigned without prior written authorization from the SWD.
3. I agree to provide legible signatures on all transaction tickets, which are disbursed at the time of the transaction. I understand it is my responsibility to keep copies of such tickets and that the SWD is under no obligation to provide copies of transaction tickets.
4. I will pay the full amount owing on the monthly statement SWD provides to the above address and to pay it by the current due date stated on the monthly statement. If a statement is returned to the SWD as undeliverable mail, the account will be temporarily closed pending updated account information. Further, I agree to notify the SWD within 10 days of any billing errors or omissions and that if I fail to do so, the charges will be considered final.
5. If I do not pay the full amount by the due date, I understand and accept that I will be contacted by phone and/or sent an overdue notice and will be subject to a service charge of 1.5% per month on any unpaid balance.
6. If my account still contains an unpaid balance, of any amount, for sixty (60) days, my account will be automatically and temporarily closed and will remain closed until the account is paid in full. I understand that only by prior arrangement with SWD will I be allowed to dispose of qualifying solid waste but must pay cash to do so.
7. If my account is delinquent for over 90 days, I agree to submit, in writing, a payment schedule outlining a timeframe for full payment of the account balance. I understand, however, that as necessary, accounts delinquent for over 90 days may also be permanently closed and may be forwarded to a collection agency. I understand that the SWD is not responsible for any additional fees added by the collection agency.
8. I understand that the SWD has the right to terminate this credit agreement at its discretion at any time and reserves the right to permanently close any account that has been overdue three times by 60 days or more.
9. I understand that the fees are established by the Kitsap County Board of Commissioners and are subject to change. I further understand that I am obligated to pay the new fee upon its effective date regardless of notice, but that the SWD will make every effort to provide me with prompt and effective notice of new fee schedules when they are adopted.
10. I agree to provide the SWD with notice of intent to close my account thirty (30) days before the effective date.
11. I agree to use reasonable diligence to protect the SWD's property from damages. Further, I understand that I am responsible for damage or delay resulting from my willful or negligent acts and that the SWD is not liable for my acts, the acts of third parties, or acts beyond the control of the SWD, including but not limited to labor disputes, accidents, or acts of God.
12. I understand and agree that while the SWD will use reasonable diligence to provide uninterrupted service, neither I nor any successors or assigns, shall have any cause of action or right of recovery against the SWD for any interruption of service.
13. I agree that the failure of the SWD to enforce any provision of these Terms and Conditions will not prevent future enforcement.
14. I agree that if the SWD or the County brings any enforcement action to collect on a delinquent account that they shall be entitled to reasonable costs, including attorney's fees.