



Office of Superintendent of Highways

Ken Lewis, Jr.

Superintendent of Highways / Commissioner of Public Works

Town of Shelter Island

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Application for Commercial Account

Applications will be evaluated for usage and approved for either a charge account or an escrow account based on anticipated usage.

Name: _____

Business Name: _____

Street Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone Number: _____

Cell Phone Number: _____

Email Address (REQUIRED): _____

Expected Usage (PLEASE CIRCLE ONE): Daily Weekly Monthly Annually

Estimate Monthly Invoice Total: _____

Person held personally responsible for the account:

Name: _____

Address: _____

Phone Number: _____

Driver's License Number: _____

Please list persons authorized to use the account: _____

TERMS AND CONDITIONS:

Participants in the revolving charge account program shall sign a revolving charge account agreement form provided by SIRC and shall abide by the terms and conditions of the program. Debt amounts resulting from fines, penalties, and similar types of amounts owed may be added to a revolving charge account enforceable against the responsible debtor, even though the debtor has not signed a revolving charge account agreement.

1. **Payments:** Monthly revolving charge account statements are produced on the beginning of every month, by the SIRC. Payment is due by the 1st of the month following the billing statement. Charges incurred are the responsibility of the debtor whether or not they have received a billing statement.
2. **Interest Charges:** Interest will be charged each month on any unpaid balance at the rate of one percent per month (12% APR). Revolving charge account debtors have the right to pay the outstanding debt in full at any time without penalty.
3. **Delinquent Accounts:** Delinquent accounts will be processed by pursuing remedies, as appropriate, including but not limited to the follow:
 - a. Withholding further account receivable privileges.
 - b. Using commercial credit reporting agencies by contract and as permitted (or required) by law.
4. **Collection Costs:** Accounts referred to collection will be assessed all collection costs as permitted by statutes and regulations, including, but not limited to: collection agency charges, reasonable attorney’s fees including attorney fees on appeal, and court costs.
5. **Address Updates:** The account holder is responsible for informing the SIRC Office of any name and address change occurring during the term of the revolving charge account agreement.
6. **Billing Rights:** A debtor may challenge a charge within 60 days after the first bill on which the suspected error appeared. Challenges should be directed to the office initiating the charge and include a copy of the bill challenged and documentation evidencing the suspected error. The SIRC will assist debtors who have difficulty identifying the office initiating the charge. If an error is found, affected charges will be adjusted.
7. **Notification of Changes:** SIRC reserves the right to amend the terms and conditions applicable to revolving charge accounts without securing a new agreement. Debtors shall be notified, in writing, of any changes in applicable interest rates, before the change goes into effect.
8. **Failure to Comply:** Any failure to comply with recycling rules, by placing contaminant(s) in the vegetative waste, C & D, or MSW, will result in suspension of account privileges and associated fees.

BY MY SIGNATURE, I ACKNOWLEDGE I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE TERMS AND CONDITIONS OF THE SHELTER ISLAND RECYCLING CENTER ACCOUNTS PROGRAM.

Signed: _____ Date: _____

FOR DEPARTMENT USE ONLY

Account Approved for: Escrow Account Dollar Amount: _____

 Charge Account Dollar Amount: _____

Approved By: _____ Date: _____

Permit # Issued: _____ Date: _____ By: _____