



PO Box 112
 133 W 8th St
 Russell KS 67665
 Phone: (785) 483-6311
 Fax: (785) 483-4397
 Email: utilityclerk@russellcity.org

Required Documentation Prior to Service:

- Proof of Tax ID number/verification
- Lease Copy (If Renting)
- Tenant/Landlord Acknowledgment (If Renting)
- Deposit Paid or Letter of Credit

COMMERCIAL UTILITY APPLICATION

PROPERTY INFORMATION

Service Address: _____ Service Start Date: ____/____/____
 Circle One: OWN RENT Landlord: _____

APPLICANT

Entity Name: _____
 Service Address Contact: _____
 Service Address Phone #: _____
 Billing Address (if different from service address):

 Billing Contact: _____
 Billing Phone #: _____
 Email: _____
 Tax ID #: _____
 Business Type: (Circle One)
 Sole Proprietorship Partnership Corporation LLC
 Prior Service with City of Russell? Y N

Signature: _____

Date Signed: _____

Commercial Utility Deposit

Deposit is the greater of either a six week average for the service location or \$140.00.

Calculation is as follows:

**Total of service address' previous 12 utility bills
 DIVIDED by 12 then MULTIPLIED by 1.5.**

Deposit may be divided into (4) payments with the first payment due at start of service and the remaining payments added onto the first (3) utility bills.

Deposits under \$500 shall be returned after thirty-six (36) consecutive on-time payments. Deposits over \$500 may be retained until termination of service.

AUTOMATIC BILL PAYMENT (ACH)

**Do you want to setup ACH Bank Draft
 for this account? Y N**

There is no additional fee to set up ACH bank draft. If you are transferring service, a new ACH form will need to be completed as the information will not transfer over to your new account.

If you would like to setup up automatic payments using a card, visit our website at www.russellcity.org and click on "Bill Pay".

Commercial Sanitation Options

Weekly Pickups	(1) Polycart	Each Add'l Polycart	(1) Dumpster	Each Add'l Dumpster
1	\$24.54	+ \$15.04	\$51.60	+ \$51.60
2	\$49.08	+ \$30.08	\$103.20	+ \$103.20
3	\$73.62	+ \$45.12	\$154.80	+ \$154.80
4	\$98.16	+ \$60.16	\$206.40	+ \$206.40
5	\$122.70	+ \$75.20	\$258.00	+ \$258.00

Occupied commercial establishments not receiving sanitation service shall be charged \$5.56 per month.

Please indicate the option you will use:

of Polycarts: _____ # of Dumpsters: _____

Weekly Pickups: _____ No service

POLYCARTRASH CONTAINER

Do you own a polycart or is one provided at service address?

Y N

If yes, provide polycart(s) #: _____

Polycarts and dumpsters are available for purchase at City Hall. Polycarts are \$90.00. Dumpsters are \$1150.00.

OFFICE USE ONLY

Deposit Paid _____ Receipt # _____ Deposit Remaining _____

Letter of Credit Provider _____ Letter of Credit Date ____/____/____

Account # _____ Other _____ Initials _____