



# SHELTER ISLAND RECYCLING CENTER

Jay Linn Card Jr.

Commissioner of Public Works

Town of Shelter Island

34 No. Menantic Road - P.O. Box 1000

Shelter Island, N.Y. 11964-1000

631-749-1090 Telephone  
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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: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email Address: (MANDATORY) \_\_\_\_\_

Expected usage: (Circle one) Daily, Weekly, Monthly, Annually

Estimate your Monthly Invoice Total: \_\_\_\_\_

### Person held personally responsible for the account

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

### Authorized to use account: List persons authorized to use 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 following: 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 or problem 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 or problem. 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 changes go into effect.
- 8. **Failure to comply** with recycling rules, by placing contaminant(s) in the vegetative waste, C&D or MSW, will result in suspension of account privilege's 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: \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**  
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Account Approved for: Escrow Account- Amount \$ \_\_\_\_\_

Charge Account- Amount \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Number(s) Issued: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_