



Metro Waste Authority

Online Form Instructions

This form may be filled out electronically and saved to your computer at any time, however, we suggest saving the form to your computer prior to filling it out. Check to make sure form fields are working properly by filling in one or two fields, saving the document, then reopening it to continue filling in the form.

BROWSER ISSUES: Google Chrome is known for compatibility issues with online Adobe forms. We suggest using an alternate browser such as Internet Explorer when you fill out the form and submit it.

Tips to fill out and submit the form:

- Cursor will blink in the box currently being used
- Use the “tab” key to advance to the next field
- To go back, place your cursor in that field
- When using check boxes, use the cursor and click the correct box. The “enter” key will also work to place or remove a check in a check box
- For signature, either use your digital signature (previously set up in Adobe) or print the completed form, sign it, scan it to a .pdf file and then submit to MWA

Credit Application

COMPANY NAME _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ CELL _____ FAX _____

EMAIL _____

CONTACT PERSON _____

NATURE OF BUSINESS _____ YEARS IN BUSINESS _____

Officers of the Company

NAME _____ TITLE _____

ADDRESS _____

NAME _____ TITLE _____

ADDRESS _____

NAME _____ TITLE _____

ADDRESS _____

Facility

Please check which facility you are requesting an account with (check all that apply):

Metro Park East Landfill (Mitchellville)
(Including Yard Waste Drop-Off)

Metro Park West Landfill (Perry)

Metro Hazardous Waste Drop-Off (Bondurant)

Metro Compost Center (Des Moines)
(Compost Sales Only)

AMOUNT OF CREDIT DESIRED: \$ _____

Bank Reference

NAME OF INSTITUTION _____

ADDRESS _____
(Street)

(City) (State) (ZIP Code)

PHONE _____ FAX _____

CHECKING ACCOUNT NUMBER _____

TYPE OF SECURITY OFFERED FOR CREDIT LINE OVER \$10,000 (i.e. certificate of deposit, bond,
letter of credit): _____

Trade References

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ FAX _____

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ FAX _____

If this application for credit is approved, I hereby authorize Metro Waste Authority to utilize information provided on this application form to prepare and execute a Credit Agreement on this company's behalf. My signature below indicates the willingness of _____ (company name) to comply with all rules and regulations as stipulated in the Authority's Credit Policy. In the event false information is provided in this Credit Application, immediate revocation of credit privileges at all Authority facilities could result.

Signature

Title

AFFIDAVIT
Releasing information from bank

I hereby authorize Metro Waste Authority to obtain account information from

(Financial Institution Name)

(Checking Account Number)

(Name of Company)

By _____

(Title)

Date

POLICY OF EXTENDING CREDIT TO USERS OF MWA FACILITIES AND SERVICES

This Credit Policy has been established by the Metro Waste Authority (“MWA”) Board of Directors authorizing policy regarding credit accounts. In order for MWA to extend credit, qualified customers are required to complete an MWA Credit Application. The Chief Financial Officer of MWA will evaluate the Credit Application and approve or deny credit. If approved, the customer will sign a credit agreement agreeing to the terms and conditions set out below.

1. Credit Extended Without Security.

- a. All customers of Authority facilities shall be on a cash basis unless credit has been applied for and extended to them by MWA.
- b. MWA’s Chief Financial Officer shall have the authority to extend credit to customers up to \$10,000; or \$50,000 on a per job basis for Special Waste.
- c. All statements are due upon receipt. In the event bills are not paid within 30 days of the billing date, all sums then due shall become immediately due and payable, and no further credit will be extended, and the customer will be placed on a cash basis.
- d. Checks that are returned non-sufficient funds “NSF” will be charged an additional \$30.00 per check administrative fee.
- e. In the event it becomes necessary for MWA to initiate legal action against the customer for failure to pay amounts when due, the customer will pay the reasonable attorney fees, collection costs, and court costs incurred by MWA.

2. Credit Extended With Security.

All MWA customers requesting credit whose monthly disposal bill exceeds \$10,000 for solid waste disposal, or exceeds \$50,000 on a per job basis for Special Waste disposal, will be required to post financial security satisfactory to MWA in an amount sufficient to cover the extension of credit requested by the customer. Credit shall be extended only so long as the security remains in full force and effect.

Examples of security satisfactory to the Authority are:

- 1.) A Security Bond for a cash amount equal to the credit amount requested; or
 - 2.) A Letter of Credit for a cash amount equal to the credit amount requested; or
 - 3.) An assignment of Certificates of Deposit or a deposit account in an amount equal to the credit amount requested; or
 - 4.) A prepayment of charges with cash deposit.
- a. All statements are due upon receipt. Customers are required to pay all charges within 30 days of the billing date regardless of the amount of credit. If a customer fails to pay within 30 days of the billing date, the account will be declared delinquent, no further credit will be extended, and the customer will be placed on a cash basis.
 - b. Whenever a customer’s security expires, the customer shall be placed on a cash basis. Once a customer’s credit limit is met, the customer will be placed on a cash basis for all charges in excess of the secured credit amount. Checks that are returned non-sufficient funds “NSF” will be charged an additional \$30.00 per check administrative fee.

- c. In the event it becomes necessary for MWA to initiate legal action against the customer for failure to pay amounts due, the customer will pay the reasonable attorney fees, collection costs, and court costs incurred by MWA.
3. Payment of Credit Balances.
Customers may pay all credit balances by cash, check or approved credit card: however balances paid by credit card will not be eligible for the tipping fee discounts provided in the Hauler Rebate Contracts.
4. Member Municipalities Users. MWA's Credit Policy shall not apply to the member municipalities of Metro Waste Authority except for the following:
 - a. All members are required to pay all statements within 45 days of the billing date.
 - b. In the event bills are not paid within 45 days of the billing date, the member will be placed on a cash basis until further notice.
 - c. Members are required to pay by cash or check in order to qualify for the tipping fee discounts provided in Hauler Rebate contracts.
5. Collection. In the event credit terms are not adhered to by the customer, the Chief Financial Officer and/or Director of Operations shall take appropriate action to collect all invoices when due to limit MWA's exposure to loss including denial of access to facilities.