



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 #/SSN: \_\_\_\_\_
Prior Service with City of Russell? Y N

Signature: \_\_\_\_\_
Date Signed: \_\_\_\_\_

The City of Russell requires the mandatory disclosure and verification of SSN or Tax ID # to establish utility service and may be used to collect delinquent account balances through the State of Kansas Setoff Program and a collection agency. Failure to provide documentation would result in denial of utility services.

POLYCART TRASH 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 \$875.00.

Please indicate the option you will use:

# of Polycarts: \_\_\_\_\_ # of Dumpsters: \_\_\_\_\_

Weekly Pickups: \_\_\_\_\_ No service [ ]

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

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 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.

Utility deposit may be waived by providing a letter of credit showing the past 12 bills paid by the initial due date from an electric utility provider. Active service must be within the past year and in your entity name.

OFFICE USE ONLY

Deposit Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Deposit Remaining \_\_\_\_\_
Letter of Credit Provider \_\_\_\_\_ Letter of Credit Date \_\_\_\_/\_\_\_\_/\_\_\_\_
Account # \_\_\_\_\_ Other \_\_\_\_\_ Initials \_\_\_\_\_