



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: \_\_\_\_\_

**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](http://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	\$22.21	+ \$13.45	\$46.50	+ \$46.50
2	\$44.42	+ \$26.90	\$93.00	+ \$93.00
3	\$66.63	+ \$40.35	\$139.50	+ \$139.50
4	\$88.84	+ \$53.80	\$186.01	+ \$186.01
5	\$111.05	+ \$67.25	\$232.51	+ \$232.51

**Occupied commercial establishments not receiving sanitation service shall be charged \$4.86 per month.**

Please indicate the option you will use:

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

Weekly Pickups: \_\_\_\_\_ No service

**Commercial Utility Deposit**

Deposit is a six week average for the service location.

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.

**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 \_\_\_\_\_