



Instructions:

- Fill out completely, date and return to the City Collector, 36 Court Street, Room 112, Springfield, MA 01103. If your name is different from the property owner's name, you will have to provide proof of ownership. For more information, call **(413) 787-6000** or visit www.SpringfieldCityHall.com.
- **ONLY USE THIS FORM IF YOU WISH TO RETURN EXTRA BIN(S) BUT STILL WANT TO PARTICIPATE IN THE CITY'S TRASH SERVICE.** The city will accept the return of bins that are no longer required by the owner. The owner will not receive subsequent invoices for such returned bin; however, the original charge to obtain such bin will NOT be refunded by the city.

Parcel ID (if known): ▶		Number of Dwellings / Units: ▶	
Type of Property: ▶	<input type="checkbox"/> Residential Single Family <input type="checkbox"/> Residential Multiple Dwelling <input type="checkbox"/> Non-Residential		
Name of Owner(s): ▶			
Service Location: ▶			
Mailing Address (if different): ▶			
Daytime Phone Number: ▶		Alternate Phone Number: ▶	
No. of Trash Bins to Pick Up: ▶		Requested Bin Pickup Date: ▶	
Bin Serial Numbers: ▶			

The city will attempt to accommodate your requested pickup date, but make sure it matches your regular trash collection day of the week. **THE BIN(S) MUST BE AT CURB FOR PICK-UP.** Please provide DPW with at least two (2) week notice of your requested pickup.

The property owner is signing this form under the penalties of perjury as to the truthfulness of the information contained herein. Incomplete forms will not be processed. By signing this form, the owner understands that the city initially provides one (1) automated container at no charge in addition to the trash fee to each occupied residential unit and commercial customer currently serviced by the city. Your primary container must remain on the property, unless you decide to opt out of the city's trash service.

The customer will purchase the additional automated container(s) at the current price paid by the city, if additional rubbish is generated on the premises that cannot be accommodated by regularly scheduled service in the automated container provided. If your property has more than one container assigned to it because of number of dwellings or units, and you no longer need all containers, you may turn them in to the city and the annual charges will be adjusted accordingly. Any additional container(s) you have purchased from the city are your property and you are responsible for their maintenance. If you no longer have a need for purchased additional container(s), **YOU CAN DECIDE TO KEEP THE CONTAINER(S) WITH NO SERVICE**, return the container(s). No matter which choice you select, **THE PURCHASED ADDITIONAL CONTAINER(S) ARE YOUR PROPERTY**, and the city will not refund the original purchase price for such container(s).

The city will process the cancellation of service request for such additional container(s) upon filing this form. Your balance will be adjusted accordingly, if you have made payments in the past. Any payments made in fiscal year 2008 and 2009 are non-proratable and non-refundable. If you returned such container(s) in the past and have not received proper credit on your current bill, please file the trash fee Bill Dispute Form and attach the written proof of such authorized return.

Owner's Signature: ▶		Date Signed: ▶	
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CITY OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

<input type="checkbox"/> Record(s) adjusted.	Date adjusted: ▶		Initials: ▶		Comments, if any: ▼
<input type="checkbox"/> Bin(s) removed.	Field date: ▶		Initials: ▶		
No. of bins removed: ▶		Purchased?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Bin Serial Numbers: ▶					
<input type="checkbox"/> Receipt Issued.	Receipt No: ▶				