



# CITY OF SPRINGFIELD

## TRASH FEE CHANGE/DISPUTE FORM (please select applicable numbers below)

**Instructions:** Please complete form, attach required documentation, sign, date and return within forty-five (45) days of the bill date of your trash bill to the City Collector's Office, 36 Court Street, Room 112, Springfield, MA 01103. If your name is different from the property owner's name on the trash bill, you must provide proof of ownership. Until approved by the City, **THE FILING OF THIS FORM DOES NOT RELIEVE YOU FROM PAYMENT OF THE TRASH FEE AS BILLED.** The payment of the trash fee is due thirty (30) days from the bill date, and may incur interest and charges if paid late. **For more information or for assistance in completing this form, please call 3-1-1 (or 736-3111) or visit [www.SpringfieldCityHall.com](http://www.SpringfieldCityHall.com).**

Parcel ID:			
Trash Bill Number:		Trash Bill Date:	
Name of Owner(s):			
Trash Service Location:			
Owner Mailing Address:			
Daytime Phone Number:		Alternate Phone Number:	
Type of Property:	<input type="checkbox"/> Residential single-family	<input type="checkbox"/> Residential multi-family	<input type="checkbox"/> Other: _____

*Please check all Applicable requests (detailed instructions on reverse side of form):*

**1) Discount Application**      **Property has to be owner occupied and proof of residency is required (utility bills, driver's license, property ownership deed)**  
**For all categories of discount, if the property is held in trust, submit a certification of trust or similar document showing that the property is held in trust and that the occupant of the property is a beneficiary of said trust.**  
What discount are you applying for:  
 Senior (attach written proof age)  
 Blind (attach a copy of your current visual impairment certification from the MA Comm. for the Blind)  
 Veteran with disability (attach a copy of your award letter issued by the Veterans Administration)  
 Indigent (attach written proof of current gross annual income for your household)

**2) Dispute Bill**      What is the reason you are disputing your bill:  
 The number of bins on my bill is incorrect  
      How many bins have you been billed for: \_\_\_\_\_  
      How many bins do you have: \_\_\_\_\_  
      My prior payment(s) are not reflected on my bill  
      What is the date and amount of your payment: \_\_\_\_\_ (date) \_\_\_\_\_ (amount)  
 The service location on my bill is incorrect  
      What is the correct service location: \_\_\_\_\_  
 I do not have City trash service  
 Other: \_\_\_\_\_

**3) Opt-In** (begin receiving City trash service)      Is this new construction?    Yes    No  
Number of dwelling units? \_\_\_\_\_  
Number of bins already in the Property? \_\_\_\_\_  
Please note the serial numbers if existing bins \_\_\_\_\_  
Property Owner Date of Birth \_\_\_\_\_    Property Owner Driver's License # \_\_\_\_\_  
Spouse Date of Birth \_\_\_\_\_    Spouse Driver's License # \_\_\_\_\_  
**\*Note: license information is used for tax certification purposes**

**4) Opt-Out** (discontinue Receiving City trash service)      Reason for opt-out  
 I am planning to haul my own trash  
 I am planning to hire a private hauler  
 Property has been or is now vacant

**5) Bin Replacement**      Why do you need a replacement bin?  
 Bin stolen or missing (please attach a Police report)  
 Bin has been destroyed  
 Bin is defective (how? \_\_\_\_\_)

**6) Bin Return**      Number of trash bins at the location: \_\_\_\_\_  
Number of trash bins you would like to return: \_\_\_\_\_  
Note: Only check this box if you are returning additional bins beyond the one assigned to each living unit. If you are returning all bins, please check box 2) Opt-Out.

_____	_____	_____
<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

**Trash Fee Policies and Form Instructions:**

**1) Discount Application** – If you are eligible for a discounted trash fee, please complete section 1 of this form and attach appropriate supporting documents as noted below.

- Seniors aged 65 and older by July 1, of the fiscal year may apply by providing proof of age and residency.
- Those who are blind may apply for a discount by attaching a current copy of their visual impairment certification from the MA Comm. for the Blind.
- Veterans with a disability may apply by attaching a copy of their award letter issued by the Veterans Administration.
- Households with a current gross annual income below the Federal poverty level may apply for an indigent discount. Written proof of current gross annual household income must be attached to this form. The Federal Poverty Levels for 2019 and the amount if changed are: \$12,490 (1 person); \$16,910 (2 ppl); \$21,330 (3 ppl); \$25,750 (4 ppl); \$30,170 (5 ppl); \$34,590 (6 ppl); \$39,010 (7 ppl.); and \$43,430 (8 ppl.).

**2) Bill Dispute** – If you are disputing either the information found on your trash bill (number of bins, service location, etc.) or are reporting that a prior payment has not been credited to your account, please complete section 2 of this form. If you believe you qualify for a discount on your trash bill you should complete section 1 of the form.

- Trash bills are not pro-ratable except as allowed in the Trash Fee Rules & Regulations; therefore, you cannot apply to dispute an amount on the basis of when service commenced or was terminated.
- If you are disputing the number of bins for which you have been billed, or you have been billed and you do not receive City trash service at the location in question, the Department of Public Works will investigate the number of bins on your property and whether you receive City service. If you have made a payment that is not reflected on your bill, please note the date and amount of your payment and attach a copy of a receipt or cancelled check. Proof of payment is required to dispute on the grounds of a misapplied or missing payment.
- For all other Bill Disputes, please note the reason for your dispute and attach any relevant documentation.

**3) Opt-In** – To begin receiving City trash service for a given property, please complete section 3 of this form. Any residential property with up to three (3) dwelling units that is not currently receiving trash service from the City may opt-in by completing this form. Properties may opt-in after having been vacant, after a change in ownership, after having previously opted-out, or if properties are newly constructed.

- In some cases, existing City of Springfield trash bins may be present on the property. If this is the case, please indicate the number of bins and their serial numbers on this form.
- Properties are entitled to no more than one trash bin per dwelling unit and these will be delivered upon receipt of a completed form for an eligible property.
- Properties that are ineligible to receive City trash service are multi-family residences with more than three (3) living units.
- Trash service will not commence until all outstanding fees, fines, interest, and other charges have been paid to the City.
- The annual trash fee is not pro-ratable except as allowed in the Trash Fee Rules & Regulations; therefore, an owner who opts-in will be billed for the trash fee for the entire year, regardless of when the opt-in form is filed.

**4) Opt-Out** – To discontinue City trash service for a given property, please complete section 4 of this form. Any property receiving City trash service may opt-out at any time (call the city 311 Service Center to schedule a pick up date). When a property opts-out, it becomes the responsibility of the property owner to provide for waste removal.

- The annual trash fee is not pro-ratable except as allowed in the Trash Fee Rules & Regulations; therefore, if a property opts-out during a fiscal year, the trash fee for that entire year will remain due to the City.
- Only properties that are residences with three (3) or fewer dwelling units will be permitted to opt-in to receiving City trash service once the service has been discontinued.

**5) Bin Replacement** – If you need a trash container replaced or repaired, please complete section 5 of this form. The City will decide whether to repair or replace a damaged trash container at its discretion.

- If a trash container is missing or stolen, please complete a Police report at the Springfield Police Department and attach a copy of the report to this form (the Incident Report form can be downloaded from the City's website at <http://www.springfieldpolice.net/police/incident.0.html>).
- In the case of stolen, missing, damaged, or destroyed trash containers, the property owner will not be responsible for the purchase price of the new container.

**6) Bin Return** – If a property owner has more than one (1) trash container for each dwelling unit on a property, the additional bins may be returned to the City by completing section 6 of this form.

- As the trash fee is not pro-ratable except as allowed in the Trash Fee Rules & Regulations, additional bins must be returned prior to the start of a fiscal year to avoid being charged for the bin(s) for the year.
- Every residential property receiving trash service from the City must have at least one trash container. If a property wishes to discontinue receiving City trash service they should complete section 4 of this form to opt-out.

**For City Use Only**

	<b>Initials</b>	<b>Date</b>	<b>Comments</b>
<input type="checkbox"/> <u>3-1-1</u> : Information has been checked			<i>Results of check:</i>
<u>Finance</u> : Approved or denied? <input type="checkbox"/> Approved <input type="checkbox"/> Denied			<i>Reason for denial:</i>
<input type="checkbox"/> <u>3-1-1</u> : Account updated			
<input type="checkbox"/> <u>3-1-1</u> : Determination letter mailed to property owner			
<input type="checkbox"/> <u>DPW</u> : Bins delivered/picked up Num. delivered _____ Num. picked up _____			<i>Serial numbers of bins:</i>
<input type="checkbox"/> <u>Finance</u> : Bill updated			