City of San Diego • Environmental Services Department • Accounting Staff • 858-492-5028

Deferred Payment Account (DPA) Guidelines

- Minimum usage should be $333 per period.
- Minimum surety required should be no less than $1,000 or three (3) times the estimated highest average usage. ***Example: To calculate surety determine/estimate the highest monthly usage and multiply by 3. If usage is $1,000 per month, surety must be at least $3,000.***
- All requests for landfill cards and/or replacement cards must be picked up at the Office of the Director's office located at 9601 Ridgehaven Court, Suite 210, San Diego, CA 92123.
- Customer is responsible for providing copy of business tax certificate.
- You will have 17 days from date of billing to pay invoice in full. Fifty Dollars ($50) or 10% of the invoice amount, whichever is greater, in penalties will be assessed on payments postmarked after the due date, plus 1% in interest per month thereafter. In addition to late penalties and interest, collection fees may be assessed.
- Lack of surety will result in landfill services being available on cash basis only.
- DPA authorization may be revoked at any time for non-payment or failure to maintain and comply with surety requirements as determined by the environmental services department.
- DPA contracts for one (1) year only (July 1 through June 30). The next DPA renewal period will be from May 1, 2008 through June 15, 2008. A new Surety Instrument or 'Notice of Continuation Certificate" must be provided.
- In the event that a renewal application package is not postmarked within the renewal period, does not include the Surety Instrument or "Notice of Continuation Certificate", is not complete or contains invalid information, disposal shall be provided on a cash basis only. Packages postmarked after the renewal period that are incomplete or require special handling and processing will be subject to fees. Fees will be imposed for all costs related to extra processing and subject to an additional charge of $10 per day for each day the package is delayed. In the event the complete renewal application package and fees owed is not received by June 30, 2008, the DPA will be closed, landfill services will be available on a cash basis, **and another DPA can not be opened in its place until the next renewal period (May 1, 2009 through June 15, 2009) and payment of any outstanding balance is satisfied**.
- DPA are monitored periodically to ensure that account holders are maintaining the minimum levels of landfill usage required to maintain a DPA, which is $1,000 in landfill disposal fees covering a timeframe of three months and $4,000 per year. DPA may be closed if not in compliance with minimum required usage.