



City of Cheyenne
 2101 O'Neil Avenue
 Cheyenne, WY 82001

**LANDFILL OR COMPOST
 NEW CUSTOMER REQUEST**

To establish/update/inactivate a customer account please complete the form below and return to Accounts Receivable.

IMPORTANT – NEW CUSTOMER ACCOUNTS MUST AGREE TO THE FOLLOWING:

- Deposit required: \$100.00 residential and \$250.00 commercial
- Must be a resident of Laramie County

Note: Bills are generated the last business day of the month and *due within 30 days of the invoice date*. A \$35.00 late fee will be assessed *monthly* if not paid within 60 days of the invoice date.

<input type="checkbox"/> New Account	<input type="checkbox"/> Update Account	<input type="checkbox"/> Inactivate Account
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Division:

Customer Information <i>(Note: Every section on this form is mandatory.)</i>			
Customer Name <i>(Business Legal Name or Last Name, First Name, Middle Initial)</i>			
Street Address or PO Box			
City	State	County	Zip Code

Mailing Address			
<input type="checkbox"/> Same as Customer Address			
Street Address or PO Box			
City	State	County	Zip Code

Contact Information		
Contact Name	Email Address	
Cell Phone number	Work Phone number	Extension
Home Phone number	Fax Number	

Invoice/Statement Delivery Method Preference	
<input type="checkbox"/> Mail (Post)	<input type="checkbox"/> Email (please provide email in contact info. section)

Customer Signature	Employee Authorization
<i>Print First and Last Name</i>	<i>Print First and Last Name</i>
<i>Signature</i>	<i>Signature</i>
<i>Date</i>	<i>Date</i>

City Treasurer's Office	
Please check if this customer has ever been in/on:	<input type="checkbox"/> Collections <input type="checkbox"/> Write Off List
MAR Type	Account Number

<i>I certify that this information is accurate and does not have duplicate data in CIS.</i>	
<i>Print First and Last Name</i>	<i>Date</i>