



New Resident Packet

Welcome to the City of Tipp City. Tipp City services primarily the addresses within the corporation limits of Tipp City and a few rural locations. Tipp City may provide some or all of the following services to your home: electric, water, sewer and trash. You may call 937-667-8424 to verify services provided. Once you have verified that Tipp City's utility services are provided to your home, the attached documentation may need completed.

- 1) **REQUIRED:** Complete the "Application/Contract for Utility and Refuse Service for the City of Tipp City." Please note the services can be transferred into your name as soon as the day after receipt of all the completed documentation. Please list co-applicant if applicable and have both individuals sign the form.
- 2) **REQUIRED:** Complete the "Resident Income Tax Questionnaire." Please contact the office if you believe your address is outside the corporation limits of Tipp City.
- 3) **OPTIONAL:** The "Automatic Deduction" form is optional. If you would like to have your bill automatically deducted from your bank account (checking or savings) on the 10th of each month please complete the form and return with a voided check or an official notice from the bank with the routing # and account #.
- 4) **REQUIRED IF RESPONSIBLE FOR PAYING FOR TRASH:** Trash service for residential dwellings is mandatory in Tipp City and currently billed by Tipp City and collected by Rumpke. If you will be responsible for paying for the trash service (some landlords pay for the trash in the event of rentals) please review the "Service Options" sheet and circle the type of service you would like to have. If no selection is made "Option One" will be automatically assigned to your account. You may change the type of trash service at any time in the future.
- 5) **REQUIRED IF RENTING:** If you are moving into a rental a deposit is required and not waived for any reason. *Cash, check or money order* are the only forms of payment accepted (NO credit or debit). The deposit is either \$150.00 for an all-electric dwelling or \$100.00 for a dwelling with both gas and electric. Please remit the appropriate deposit with all of the completed paperwork.
- 6) **REQUIRED:** Please provide a copy of the driver's license or state ID for the primary applicant to match what has been entered on the "Application/Contract for Utility and Refuse Service for the City of Tipp City."

Once the above steps are complete, homeowners may e-mail the completed "REQUIRED" documentation to utilitybilling@tippcity.net (a reply will be sent upon verification of the required documents). If a deposit is required, you may stop by the Government Center Monday-Friday 8:00 a.m. to 5:00 p.m. or use the night drop that is accessible 24 hours a day 7 days a week in the entrance to the Government Center.

Thank you for your cooperation and welcome to Tipp City.

WHAT ARE THE SERVICE OPTIONS?

PROGRAM	TRASH	RECYCLING	RATE
OPTION ONE: Use Your Own Can	Personal container or bags	18-gallon recycling bin(s) included	\$20.93/month
OPTION TWO: Large Trash Cart	96-gallon cart rental <i>(residents may order additional 96-gallon trash carts for \$3 per cart, per month)</i>	18-gallon recycling bin(s) included	\$23.93/month
OPTION THREE: Low Volume Service	35-gallon cart rental <i>*Limited refuse pickup</i>	18-gallon recycling bin(s) included	\$13.64/month
ADDITIONAL SERVICES: Recycling Carts	N/A	35- or 96-gallon cart rental	\$2.00/month/cart

HOW DO I SELECT SERVICE?

If you want to keep your services the same, you do not need to do anything. Rumpke will simply deliver new containers to your residence and service will begin the week of Oct. 2. If you wish to update your service selection, please call or email Tipp City's Utility Billing Department. If you email, please watch for an email reply from Tipp City to confirm changes to your service. If confirmation is not received within three business days, please call the Utility Billing Department.

SELECT SERVICE OR REQUEST A CART

 **Call Tipp City**
(937) 667-8424

 **Email Tipp City**
utilitybilling@tippcity.net

CONTAINER OPTIONS

TRASH CONTAINERS



OPTION 1:
Personal Container



OPTION 2:
96-Gallon Trash Cart



OPTION 3:
35-Gallon Trash Cart

RECYCLING CONTAINERS



INCLUDED
18-Gallon Recycling Bins



ADDITIONAL \$2.00
96-Gallon Recycling Cart



ADDITIONAL \$2.00
35-Gallon Recycling Cart



Application/Contract for Utility and Refuse Service for the City of Tipp City

Tipp City Utilities 260 S. Garber Tipp City, OH 45371 Phone: 937-667-8424 www.tippcityohio.gov Fax: 937-667-5816

Today's Date _____ Service Start Date _____

Own Rent Landlord

Services Address:			<i>Office Use Only</i> Account Number
<u>Street Number</u>	<u>Street Name</u>	<u>Apt.#</u>	
Name: (Last, First, Middle Initial)		Employer:	
Co-Applicant Name:		Employer Address:	
Mailing Address: (If different from service address)		Employer Phone Number:	
Home Phone:		Cell Phone #	
Drivers License Number:		Birth Date:	
E-mail Address:		[REDACTED]	
Landlord's Name		Landlord's Phone Number:	

IN CONSIDERATION OF RECEIVING CITY UTILITY/REFUSE SERVICES, YOU, THE SIGNER/S, AGREE TO AND ARE SOLELY RESPONSIBLE FOR THE FOLLOWING:

- For the timely payment of ALL BILLS while the utility service is in your name. This includes electric, water, sewer, and refuse charges, if serviced by Tipp City Municipal Utilities. If these charges are not paid in a timely manner, the City of Tipp City reserves the right to terminate all services.
- Requesting termination of service. Applicant is responsible for contacting the Tipp City Utility Division 24 hours prior to vacating the property. Applicant is responsible for all charges for services provided to the premises until both such notice has been given and the Utility Division has made the final reading.
- That you will abide by all rules and regulations passed by Ordinance and Resolution and/or Adopted Policies for Utility services.
- If you, your spouse, or any member of your current household owes to the City of Tipp City any past due/delinquent bills, you will pay all of these bills IN FULL before any service will be provided at the above service address. Additionally, if after this service is provided by the City of Tipp City, it is found that such past due/delinquent bills do exist, current service may be discontinued, without liability to the City, until payment of the prior bill/s is made in full.
- That you have read, understand and agree to the information listed on the front and back of this form and that you are 18 years of age or older.
- Tipp City Utilities sends copies of all "Payment Reminders/Disconnection Notices" to the property owners as the water, sewer and refuse constitute a lien on the property and ultimately become the property owners responsibility.

Signature _____
Owner/Resident/Tenant

Date ____/____/____

Signature _____
Co-Applicant

Date ____/____/____

FOR OFFICE USE ONLY	
Deposit Received: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____

Application is void without official seal.

UTILITY/REFUSE SERVICE INFORMATION

Billing and Payment for Service

Utility/Refuse bills are mailed on approximately the 25th of each month and due by the 10th of the following month. If payment is not made by the 10th of each month a 10% late fee will be incurred on the current month's unpaid balance. Any utility account with an outstanding balance remaining on the 20th of the month will be processed for disconnection of service. Tipp City Municipal Utilities accepts cash, check, or money order. You may view your utility account on line at www.tippcityohio.gov. Payments may be made at the Utility Office at 260 S. Garber, Tipp City, by mail, by night drop which is located in the lobby of the Government Center, by auto deduction from a checking or savings account, on line at our website or at Monroe Federal located in downtown Tipp City. Forms for auto deduction are available upon request. If you do not receive your Utility/Refuse bill by the 1st of each month, please call the Utility Office at 937-667-8424.

Voluntary Termination of Services

A customer who intends to move from the service premises or discontinue services shall give the City's Utility Department a notice of such intention no later than 24 business hours before moving. The customer shall be liable for all services that may be provided to the service premises until **both** such notice is given and the Utility Department has made the final reading.

Collection of Delinquent Account

If a final bill remains unpaid or arrangements for payment are **not** made to the satisfaction of the City, the account will be turned over to the City Law Director for further action.

Return of Deposit

Upon discontinuation of service, such deposit will be credited to the customer's Final bill. Final bills will show a (credit) for the deposit applied. A bill will be issued for the difference if the final charges are more than the deposit. If the final bill is less than the deposit a refund check will be issued for the difference.

Refuse Information

Waste Management, Inc. is the contract hauler for residential trash removal and recycling services within Tipp City corporation limits. All residential dwellings in Tipp City are required to use Waste Management as their refuse hauler. The billing for refuse will be part of your utility bill. If you have any questions on the billing of refuse or need any additional services (i.e. totes or recycling containers), please contact Tipp City Utilities at 937-667-8424. If you have any questions or problems with service (i.e. what day do they pick up my trash, large item pick up, or they didn't pick up my trash), please contact Waste Management at 1-866-695-3433. If you are in need of the brown lawn bags or need additional low volume trash bags, they are available at the Tipp City Government Center.

Other Information

Telephone Service:	Frontier	1-800-483-4000	
Cable Service:	Time Warner	937-667-8302	1440 Commerce Park Drive, Tipp City, OH 45371
Natural Gas:	Vectren	1-800-227-1376	
Post Office:	Tipp City Post Office	937-667-3012	520 N. Hyatt, Tipp City, OH 45371
Lines marked:	OUPS	1-800-362-2764	Call before you dig so under ground lines can be marked
Register to Vote:	Board of Elections	937-440-3900	Register/where do I vote?
License/Plates:	Bureau of Motor Vehicles	937-335-6225	1275 Experiment Farm Road, Troy, OH 45373
City Website:	www.tippcityohio.gov		
Outage or Water Problem after 5PM		937-667-3112	
Chamber of Commerce		937-667-8300	

Tipp City Staff Directory

City Mgr/Clerk of Council	667-8425	Electric Department	667-0519
Assistance City Manager's Office	667-6305	EMS Department	667-1680
Utilities Director	667-6305	Fire Department	667-3112
City Engineer	667-6305	Parks Department	667-7538
Planning and Zoning	667-6305	Police Department	667-3112
Utility Billing Supervisor	667-8424	Street Department	667-8234
Finance Director	667-8424	Water Department	667-7298
Income Tax Department	667-8426		
City Law Director	222-6667		



RE: NEW RESIDENT REGISTRATION QUESTIONNAIRE

Dear Resident:

We want to take this opportunity to welcome you to our City.

The Tipp City Tax Code requires that all Tipp City residents (those residing within the corporation limits) age 18 and older to file an annual income tax return. Residents who are age 16 or 17 are subject to the Tipp City tax, but need only file if their income is not fully withheld. Filing is mandatory even if no tax is due (i.e. fully withheld, no income, etc). Part-year residents should also file an annual return and report only the income earned during the Tipp City residency.

Tipp City's current income tax rate is 1.50%. If you are currently paying income tax to another city or village, Tipp City will give you credit up to 1.50% of each city's taxable wages for taxes withheld and paid to the work city.

Please complete the attached questionnaire and return it to the Tipp City Tax Department. This questionnaire will be used to set up your Tipp City income tax account. You may drop it off at our office anytime Monday thru Friday between the hours of 8 am and 5 pm or it can be mailed to us at:

Tipp City Department of Taxation
260 South Garber Drive
Tipp City, Ohio 45371

Sincerely,

Tipp City Tax Department

OFFICE USE ONLY

TAX# _____

UTY# _____

CITY OF TIPP CITY RESIDENT INCOME TAX QUESTIONNAIRE

THE CITY OF TIPP CITY HAS A MANDATORY FILING REQUIREMENT FOR ALL RESIDENTS AGE 18 AND OLDER WHO ARE LIVING WITHIN THE CORPORATE LIMITS OF TIPP CITY. THE ANNUAL RETURN IS REQUIRED EVEN IF YOU HAD NO TAXABLE INCOME (DID NOT WORK) OR THERE IS NO TAX DUE ON YOUR RETURN.

IF YOU AND YOUR SPOUSE (IF APPLICABLE) ARE BOTH EITHER RETIRED OR ARE PERMANENTLY DISABLED AND HAVE NO TAXABLE INCOME AND NO OTHER PERSONS LIVING IN YOUR RESIDENCE, COMPLETE SECTION A THEN COMPLETE SECTION D ON THE BACK OF THIS QUESTIONNAIRE.

ALL INFORMATION PROVIDED ON THIS FORM IS CONFIDENTIAL AND IS USED FOR CITY INCOME TAX PURPOSES ONLY.

PLEASE PRINT CLEARLY

SECTION A – ADDRESS

Name _____ DOB _____ SS# _____ - _____ - _____

Spouse's name _____ DOB _____ SS# _____ - _____ - _____

Tipp City address you're moving into _____ Date moved in _____

Prior address _____

Telephone number _____ Spouse's telephone number _____

May we contact you by email? Yes No Email address _____

Do you own or rent your place of residence? Own Rent

If renting, give name and telephone of landlord Name _____ PH# _____

SECTION B – INCOME

Employer's name _____ Employment city _____
(Where work is actually performed)

Spouse's employer _____ Employment city _____
(Where work is actually performed)

If self-employed, please complete the following
Business name _____
Street address _____
City, state, zip _____
Do you have employees? Yes No

Other forms of Tipp City taxable income include but are not limited to: 1099-MISC, business income (Schedule C), rent income (Schedule E), farm income (Schedule F), trusts, stock options and income from lottery/gambling winnings.

SECTION C - OTHER OCCUPANTS IN RESIDENCE (18 & OLDER)

Give name, date of birth and Social Security number of others living with you.

Name _____ DOB _____ SS# _____ - _____ - _____

Name _____ DOB _____ SS# _____ - _____ - _____

Name _____ DOB _____ SS# _____ - _____ - _____

Name _____ DOB _____ SS# _____ - _____ - _____

The information provided on this questionnaire is true, correct and complete to the best of my knowledge.

Signature (self) _____ Date _____

Signature (spouse) _____ Date _____



Tipp City Utilities offers Automatic Deduction from a bank account. The deduction occurs on the 10th of the month. You will still receive your monthly bill as you currently do whether mail or e-mail; it will simply state "Auto Deduct to Occur on the 10th." If you are interested in signing up for Automatic Deduction, please **accurately complete, sign and returned this form to the Utility Department** in order for the deduction to begin. Please include a **voided check** if the deduction is to come from a checking account.

This is my authorization for Tipp City Utilities to automatically

debit my () checking () savings account _____,
(Account Number)
_____ at the _____ branch of
(Bank Transit/ABA/Routing Number) (Branch)
_____ in _____,
(Financial Institution) (City)
_____.
(State)

I understand that this authorization will be in effect until I notify Tipp City Municipal Utilities in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying my financial institution before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by my financial institution, if it is within (15) calendar days following the date on which I was sent a statement of account or a written notice of such entry or 45 days after posting, whichever occurs first. I must give my financial institution a written notice identifying the entry, stating that it is in error and requesting credit back to my account.

THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERABLE.

(Address) (Utility Billing Account #)

(Date) (Phone) (Signature)

For Office Use Only:			
_____ Rec'd Date & Employee	_____ Bill Due Date to Begin	_____ Entered	_____ Checked for 1 st ACH