

### Special Collection Authorization Form

Customer name _____ Residential <input type="checkbox"/> Commercial <input type="checkbox"/>
Address _____
City _____ Zip _____
Sanitation district _____ Route _____
Assessment completed by _____ Time _____ Date _____
Special instructions _____

Supervisor's approval \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

- |   |   |
|---|---|
| Bulky items requiring special collection <input type="checkbox"/>               | Dead animal <input type="checkbox"/>                                |
| Yard trimmings improperly prepared at the curb <input type="checkbox"/>         | Eviction or large furniture cleanup <input type="checkbox"/>        |
| Yard trimmings placed at the curb by tree/lawn service <input type="checkbox"/> | Passenger tire (s) at residential location <input type="checkbox"/> |

Estimated collection fee (\$50 minimum and \$100 per truck load) _____ <i>(Additional fees beyond original estimate above may be assessed if collection volume exceeds original expectations)</i>
Dead animal collection (\$5 fee for animals up to 24 lbs. and \$10 fee for animals from 25-100 lbs.) _____
Passenger tires at the curb (\$2 per tire; maximum of 4 tires) _____
Bulky items at a business (fees will be billed to commercial account; account must be in good standing for collection) _____

All items for special collection must be prepared by the residential/commercial customer in accordance with the Sanitation Division's proper preparation procedures, and prior to servicing by the special collections unit.

**Payment options** (please use generic account number **7095720** for all payment options below).

**\*Online payments** - visit [www.dekalbcountyga.gov](http://www.dekalbcountyga.gov); select the **make payments** option; select the **commercial & residential sanitation** option; enter account number **7095720**; select the **make payment** option; select the **proceed with payment** option; select the **sanitation bill** option; enter **7095720** in the Customer Number field; enter **Special** in the Last Name field; enter **30032** in the Zip Code field. The account may indicate a credit balance; please disregard. Please enter the appropriate payment amount, and follow the remaining prompts to complete payment. At the end of the transaction, a confirmation number will be provided.

**\*Telephone automated system** - please call 1-866-227-8924; select **option 2**; select the **pay commercial sanitation bill** option; enter account number **7095720**; enter the appropriate payment amount and follow the remaining prompts to complete payment. At the end of the transaction, a confirmation number will be provided.

**Mail** - please make checks payable to **DeKalb County Sanitation Division**, and mail to 3720 Leroy Scott Drive, Decatur, GA 30032. Also, please reference the service address and "special collections" in the memo section of the check.

**In person** - please visit the Sanitation Division's administrative office, 3720 Leroy Scott Drive, Decatur, GA 30032. Payments via check, cash and debit/credit cards are accepted.

**\*For the completion of service requests, it is mandatory to email [sanitation3720@dekalbcountyga.gov](mailto:sanitation3720@dekalbcountyga.gov) with the payment confirmation number, name and address, referencing a request for a special collection. A \$4 nonrefundable third-party processing fee will be added to online and telephone payments.**