



# BUNCOMBE COUNTY MSW HAULER REBATE PROGRAM Overview and Administrative Procedures

## Introduction

The Buncombe County MSW Hauler Rebate Program will pay approved high-volume MSW haulers a rebate for each ton of Buncombe County MSW delivered to the Buncombe County Solid Waste Management Facility (Landfill) or the Buncombe County Transfer Station. The MSW Hauler Rebate Program is \$4 per ton of MSW delivered to the above facilities during each calendar year.

## Rebate Program Administration

The Buncombe County Solid Waste Department will make Rebate Request Forms available, verify rebate requests submitted, issue the rebate payments on an annual basis, and respond to rebate-related inquiries. The Department will also work with the County Manager and Buncombe County Planning and Development to determine which haulers are eligible for the rebate program. Buncombe County may modify program procedures as necessary. Contact information is available at the end of this document.

## Rebate Eligibility

To receive a rebate, a hauler must:

- Deliver a minimum of 23,000 tons of MSW collected in Buncombe County to the Buncombe County Solid Waste Management Facility (Landfill) or the Buncombe County Transfer Station;
- Comply with State and County regulations and ordinances;
- Remit on a timely basis the payment of Buncombe County Tipping Fees invoiced at the current tipping fee rate (\$43/ton at the Landfill; \$47/ton at the Transfer Station); and
- Complete and submit a Rebate Request Form to the Buncombe County Solid Waste Department.

Haulers that have not fully complied with all items above are not eligible for a rebate. Buncombe County reserves the right to modify program procedures as necessary and may withhold payment of a rebate until the County deems a hauler eligible for rebate payment.

## Rebate Request Form

To receive a rebate, an eligible hauler must submit a completed Rebate Request Form and all required documentation by January 31<sup>st</sup> of each calendar year to the Buncombe County Solid Waste Department. The Department will make Rebate Request Forms available to approved haulers.

The Rebate Request Form contains the following elements:

Line	Item	Description
1.	<b>Report Month &amp; Year</b>	Month and year during which MSW was delivered to the Landfill or Transfer Station. (One year per form.)
2.	<b>Hauler Name</b>	Name of the entity as it appears on monthly tipping fee invoices.
3.	<b>Federal Tax ID No.</b>	Federal Tax ID Number is required to make the rebate payments.
4.	<b>Mailing Address</b>	Mailing address to which the rebate payment should be sent.
5.	<b>Contact Name</b>	Name of the primary contact person for rebate payment issues.
6.	<b>Contact Phone Number</b>	Primary contact person's telephone number.

- 7. Contact email Address** Primary contact person's telephone email address.
- 8. Total Rebate Tons** Actual number of tons of MSW collected within Buncombe County that was delivered to the Landfill or Transfer Station during the calendar year.
- 9. Certification** Certification shall be signed by a representative of the hauler who is knowledgeable of the hauling operations and who is authorized by the Licensee to sign the Rebate Request Form.

Haulers must submit a separate, completed Rebate Request Form for each calendar year. Haulers must also submit a copy of monthly invoices and receipts to substantiate the tonnage claimed as being delivered on the Rebate Request Form. The Rebate Request Form and required documentation may be submitted by US Mail or by emailing the form in a PDF file. The Federal Tax ID Number must be provided and the form must be signed to be considered complete. Forms must be submitted by January 31st following the calendar year of the report. Rebates will be processed as soon as Buncombe County verifies the MSW tonnage claimed and the amount of the rebate due to the hauler.

Haulers are to submit Rebate Request Forms by one of the following means:

Mail to: **Buncombe County Solid Waste Management**  
**81 Panther Branch Road**  
**Alexander, NC 278701**  
**Attn.: Hauler Rebate Program**

Email: [jon.creighton@buncombecounty.org](mailto:jon.creighton@buncombecounty.org)  
**Buncombe County Planning and Development**

### **Records Retention, Review and Audit**

Haulers are encouraged to review their recordkeeping procedures to ensure that all information necessary to support their rebate requests is readily available. Buncombe County may request the hauler provide additional supporting documentation at any time. If a hauler does not provide the requested supporting documentation, Buncombe County will not issue payment for the period covered by the Rebate Request Form.

Haulers must keep good business records related to the Rebate Program, and in accordance with generally accepted accounting practices, shall maintain those records for at least five (5) years following the submission of a Rebate Request Form.

### **Verifying the Rebate Request**

The Buncombe County Solid Waste Department will process rebate requests in a timely manner upon receipt. Buncombe County will verify the information submitted on a Rebate Request Form by reviewing such records as may be necessary. Buncombe County's "WasteWorks" Material Analysis Reports will be used to verify rebate requests. Rebates will apply only to MSW generated in Buncombe County and verified as delivered to the Landfill or Transfer Station. Such verification may result in an adjustment of the rebate amount issued. Submission of false information will result in forfeiture of a rebate for that reporting period, and may result in criminal prosecution.

### **Rebate Payment**

Buncombe County will issue to any eligible hauler a rebate in the form of a check for \$4 per ton of qualifying MSW reported on a Rebate Request Form and subsequently verified. Buncombe County will mail rebate checks to the address of the hauler as shown on the Rebate Request Form.

## **Right to Appeal**

Haulers have the right to appeal a decision by Buncombe County that results in a reduction in or denial of a rebate request. To appeal a rebate decision, a hauler must submit the following to Buncombe County:

1. A statement requesting review of the reduction or denial of a rebate request; and
2. Any and all documents necessary to support the appeal.

A hauler must submit a request for appeal and supporting documents within 30 days of the rebate issuance date. Buncombe County will issue written responses to all rebate appeals that will include an explanation as to why the appeal was granted or denied.

## **Questions?**

Call the Director of the Buncombe County Solid Waste Department at (828) 250-5462 or email Jon Creighton, Assistant County Manager, at [jon.creighton@buncombecounty.org](mailto:jon.creighton@buncombecounty.org).