

## Voucher Authorization Form

A Voucher Authorization Form is required when the person hauling materials to the transfer station is not listed by name on the Minneapolis Utility (water) Bill for the service address. The form must be completed by the person who is listed by name on the Minneapolis Utility Bill, if no name is listed, please call Minneapolis Solid Waste and Recycling for instructions.

The materials being disposed of **must** be generated from the property for which the voucher(s) are being issued. Items from other properties, in or outside the City, are **NOT** eligible to be disposed of with the voucher. Prior to approval of the voucher, we reserve the right to do an on-site inspection of the property to confirm that the material to be disposed of with the voucher is generated from the authorized property. All vouchers must be approved and assigned by the City of Minneapolis, Solid Waste & Recycling Division. **A licensed motorized vehicle with at least four tires is required for access. Commercial vehicles are not accepted. Cars, trucks, and rental trucks are accepted; however, the vehicle plus trailer must not exceed 25 feet from bumper to bumper.**

### Instructions

- ☐ All required fields must be completed, including the Utility Bill payer's signature, or the Voucher Authorization will be deemed invalid.
- ☐ All Voucher Authorization forms must be emailed or mailed for approval.
- ☐ A copy of the Utility Bill Payer's Driver's License or other State Issued ID MUST accompany the application. The Utility Bill payer information must match the City of Minneapolis Utility Billing records for the property.
- ☐ **You must call our office to confirm your Voucher Authorization Form was received and to have your voucher(s) issued.**

The Voucher Authorization is **valid only for the current year**. All voucher authorization forms must be renewed after January 1 of the following year.

Email: [SWRcustomer@minneapolismn.gov](mailto:SWRcustomer@minneapolismn.gov)

Please call Solid Waste & Recycling at 612-673-2917 with any questions.

### Voucher Authorization

**I, the Utility Bill Payer, have the authority to approve the use of voucher(s) for the service address listed below.**

**I, the Utility Bill Payer, agree to pay for any additional fees added to my City of Minneapolis Utility Bill for this service address.**

\* Indicates required field

Effective Date\* \_\_\_\_/\_\_\_\_/2026

Expiration Date\* \_\_\_\_/\_\_\_\_/2026

Service Address\*

Utility Bill Payer Name\*

Daytime Phone Number\*

Signature\* (no computer generated signatures)

Date\*

Printed Name\* (for signature above)

**The party below is authorized to use the following vouchers from my account:**

Clean-up Vouchers: # \_\_\_\_\* (up to 6)

Tire vouchers # \_\_\_\_\* (up to 2)

Name\*

Business Name (Optional)

**No Commercial Vehicles**

Daytime Phone Number (Optional)

**OFFICE USE ONLY:** Photo identification reviewed to validate signature

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_