



## 2025 City Divisions, Agencies & Corporations (DAC) Bin Order Form

As stated in the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2), information collected on this form is considered business identity information. Business identity information could be publicly available and/or disclosed upon request, unless an exception applies.

This form is only used to order additional bins or to replace stolen or missing bins. **If you need to replace broken bins you have on site, please email [swmsupport@toronto.ca](mailto:swmsupport@toronto.ca).**  
(Please use your business email for any communication with us).

Office use Only  
**Submitted Date:** (yyyy-mmm-dd)  
**Approved?:**     \_ Yes \_ No  
**Reason for Denial:** Effective  
**Date (yyyy-mmm-dd):**

Note: Please allow up to 14 days for the processing of the form and additional days for delivery of bins.

Facility Name (if applicable)		
Street Number	Street Name	Suite/Unit Number
City/Town	Province	Postal Code
<b>DAC Invoicing Details (Must be Authorized by Divisional Supervisor/Manager)</b>		
Name (First, Last)		
Position Title		
Division, Agency, or Corporation Name		
Section (if applicable)	Unit/Department (if applicable)	
Business Telephone Number (Including extension)	Alternate Business Telephone Number (    )	
Business Fax Number	Business Email	
<b>Cost Centre</b>	<b>Cost Element</b>	<b>Functional Area Code(s)</b>
<b>Date (yyyy-mm-dd)</b>	<b>Authorized Representative Signature</b> (Request cannot be processed without Divisional Supervisor/Manager Signature)	
<b>Garbage Bin (95B)</b> (\$128.05 each)	<b>Additional Bin</b> Quantity _____	<b>Missing/Stolen Bin</b> Quantity _____
<b>Recycling Bin (95S)</b> (\$128.05 each)	<b>Additional Bin</b> Quantity _____	<b>Missing/Stolen Bin</b> Quantity _____
<b>Organic Bin (35O)</b> (\$82.86 each)	<b>Additional Bin</b> Quantity _____	<b>Missing/Stolen Bin</b> Quantity _____
<b>Delivery Instructions including On-Site Contact information ***Signature will be required to receive bins***:</b> (Please provide detailed instructions of where the bins should be placed upon delivery, i.e. Place at back of building)		
<b>Completed form must be returned via ONE of the following methods:</b>		
<b>Mail</b>	DAC Bin Order Collections, Contracts and Program Support 86 Ingram Drive, Ingram Yard, Toronto, ON M6M 2L6	
<b>Fax</b>	Attn: DAC Bin Order (416) 392-0396	
<b>Email</b>	Attn: DAC Bin Order <a href="mailto:swmsupport@toronto.ca">swmsupport@toronto.ca</a> (Please use your business email for any communication with us)	