



Advance Disposal Surcharge ('Environmental Fees') Remittance Instructions

1. The ADS Return is an online form used to report/remit the amount of ADS ('environmental fees') collected on eligible paint products sold during a reporting period.¹ Unless Paint Recycling Alberta (PRA) directs otherwise, the reporting period is a calendar month, and fees are due 30 days following the close of the reporting period.
2. In accordance with Section 9 of the *Paint and Paint Container Recycling Bylaw*, all outstanding environmental fees are subject to interest charges.
 - Interest will accrue on all overdue amounts at a rate of 12% per annum calculated annually but not in advance for balances outstanding up to June 30, 2015. Commencing with outstanding amounts owing on July 1, 2015, the interest rate will be 15% per annum calculated annually but not in advance.
 - Interest accrues from the date on which the amount was first due and payable and continues up to the date on which full payment is received by PRA.
 - Once payment has been received a further notice will be sent indicating any interest payable.
3. Summary of Payment Methods
 - **Pay by Credit Card** – Using our Online Submission Form
 - **Pay by Interac Online** - Using our Online Submission Form
 - **Pay using Electronic Funds Transfer (EFT)** - If this is a payment option your company would like to utilize, or for more information about this option, please contact PRA toll free at 780-990-1111 or toll free 1-888-999-8762.
4. Please be reminded that regardless of which payment method is utilized, the fee remittances must be received by PRA within 30 days following the reporting period. Payments are payable to "Paint Recycling Alberta". Once you have completed the remittance, a transaction receipt and submission acknowledgment will be sent to you via email.
5. **If you have no eligible paint products supplies in a reporting period, you are required to submit a 'nil return'**. It is an offence under the *Designated Material Recycling and Management Regulation* to fail to file returns as required by PRA, including filing a misleading return.

¹ This information is subject to the requirements of the *Freedom of Information and Privacy Act*.



INSTRUCTIONS FOR COMPLETING AN ONLINE ADS ('FEES') RETURN

To complete your monthly fee return online, please visit our website www.albertarecycling.ca and follow the steps as outlined below. If at any point in the instructions you are having difficulty continuing, or the instructions are unclear, please do not hesitate to contact our office for assistance.

1. DEFINITIONS FOR TERMS USED IN THE ONLINE ADS FORM

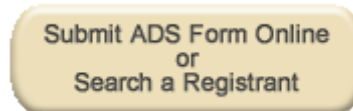
| | |
|------------------------------|---|
| Registration Number: | The registration number should reflect the number on your certificate of registration. |
| Reporting Period: | The reporting period should reflect a calendar month for which you are reporting. |
| New Items Sold: | The number of paint eligible for environmental fees supplied in or into Alberta during the reporting period. |
| New Items Returned: | The number of paint eligible for environmental fees returned by your customer during the reporting period, which can be resold as new . |
| Other: | This section can be used to report any credits or funds owed to PRA in addition to a regular monthly remittance. |
| Total to be Remitted: | The online system will calculate your total amount to be remitted based on the number of new items sold, minus new returns plus any other funds due, as indicated by you. |

2. STEPS TO COMPLETE AN ONLINE ADS REMITTANCE



A. Beginning the Online Submission Process

- i. On the left hand side of Alberta Recycling’s homepage, click on the “Paint Registrants” link. Once you are on that page, click on the button illustrated below which is located on the right hand side of the page:



B. Login

- i. Enter your Registrant ID , which will always be your six digit registration number, along with your password.
- ii. If you have not already received your password, select ‘Forgot your password?’, follow the prompts and a new temporary password will be emailed to you.
- iii. If you do not receive the email, contact our office for assistance.

Submission Stages

1. **Login**
2. Registrant Details
3. Submission Details
4. Payment Method
5. Thank You

Need Help?
Call us at 1-888-999-8762 or
Email us at
praadsforms@albertarecycling.ca
for support.

Paint Recycling Alberta

Login

Please login below to start your submission or to search a registrant:

* Registrant ID (6 Digits):

* Password:

[Forgot your password?](#)

C. Submit ADS Remittance or Changing Company Information

- i. Enter your full name where requested and click “Payment Submissions”.

Important Note - Changing Company Information:

At this time you can also make any corrections to your company’s information by clicking on “Registrant Details”. The corrections you make will be sent electronically to our office to update your account.



Logout ▶

ADS Submissions

Submit your ADS forms

Proceed directly to submitting your ADS forms. You must provide your full name to continue.

Full Name:

Payment Submissions ▶

View or Edit Registrant Details / View Submission History

View or Edit details associated with your ADS account

Registrant Details ▶

Find a Registrant

Search Company Name

Search Registrant ID

Search ▶

Generate a list of ADS exempt companies ▶

D. Completing Your ADS Remittance

- i. Begin by selecting the ADS period from the drop down menu.

Submission Details

* Please select a Reporting Period:

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- ii. Enter the number of units sold and/or returned during this ADS period and click "Continue". Totals will be automatically calculated.

If there are no units to be reported, select 'No' to submit a NIL report.



Submission Details

* Please select a Reporting Period: July 2014

NOTE: There are previous periods without a submission. Please make submissions for these periods as soon as possible (interest charges will be applied to all past due submissions).

Were there any eligible sales within the Period? Yes No

Please indicate how many items were sold and returned within the Reporting Period:

| | New Items Sold | - | New Items Returned | = NET | ADS Rate | Total |
|-------------------------------|--|---|----------------------------------|-------|----------------------|---------------|
| Paint 250 ml or less | <input type="text"/> | - | <input type="text"/> | | \$0.10 | |
| Paint 251 ml to 1 Litre | <input type="text"/> | - | <input type="text"/> | | \$0.25 | |
| Paint 1.01 Litre to 5 Litre | <input type="text"/> | - | <input type="text"/> | | \$0.75 | |
| Paint 5.01 Litre to 23 Litres | <input type="text"/> | - | <input type="text"/> | | \$2.00 | |
| Aerosols Any Size | <input type="text"/> | - | <input type="text"/> | | \$0.10 | |
| Other | <input type="text" value="Select..."/> | | Description <input type="text"/> | | <input type="text"/> | |
| Total to be remitted: | | | | | | \$0.00 |

Submission reference number: 0079317
This reference number always accompanies this Submission. The reference number should be noted and used in all communications about this Submission.

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iii. If a submission is required for more than one month, you will see a red warning message and the months that remain outstanding will also appear in the drop down menu.

iv. Each reporting period has to be submitted separately. Please do not press your browser's "Back" button; you must completely finished one reporting period before proceeding to the next one.

NOTE: There are previous periods without a submission. Please make submissions for these periods as soon as possible (interest charges will be applied to all past due submissions).



E. Applying Credit

If there is a credit balance available on your account, you can apply it towards your remittance payment.

- i. Under the “Other” section of the form, select “Other” from the drop down menu.
- ii. In the description field, indicate “Credit”.
- iii. In the last field, enter the exact deductible amount. Ensure that the amount entered has a negative value; this will deduct the credit directly from your total.

| | | | |
|-------|---|--------------------|-------|
| Other | | | |
| Other | ▼ | Description Credit | -8.00 |

Important Note: Credit balances should only be redeemed through this method. Please do NOT claim the amounts by entering an equivalent number of returned units or by reporting fewer units sold to balance your numbers. Such methods do not inform us of your intention to apply available credit.

F. Paying Other Outstanding Balances

If other balances are due, they can be filed along with the regular remittance.

- i. Under the “Other” section of the form, select the appropriate option from the drop down menu.
- ii. In the description field, provide further explanatory details (i.e. Interest – May 2011).
- iii. In the last field, enter the exact amount to be applied and it will be recalculated into the total.
- iv. Once all values are entered, click “Continue”.

| | | | |
|----------------------|--|--|--------|
| Select... | | | \$0.10 |
| Compliance review | | | |
| Credit On Account | | | |
| Interest | | | |
| Notice of Assessment | | | |
| Other | | | |
| Self Assessment | | | |

| | | |
|-----------------------|---------------------|----------------|
| Description | Interest - May 2011 | \$10.50 |
| Total to be remitted: | | \$10.50 |



G. Remittance Terms, Conditions and Certifications

- i. All ADS submissions are subject to Alberta Recycling's Terms and Conditions. Please read through the Terms and Conditions, check off the box which indicates you accept the terms before proceeding to the next step.

Remittance Terms, Conditions and Certifications

- I certify that the amounts indicated are the amounts of the Advance Disposal Surcharges that I am required to remit for the reporting period indicated.
- Paint Recycling Alberta is entitled to audit and examine my records relating to the supply of eligible paint products and the remittance of Advance Disposal Surcharges.
- I certify and agree that I am holding all such amounts in trust for Paint Recycling Alberta (PRA), a division of the Alberta Recycling Management Authority.
- Remittances must be received by PRA 30 days following the reporting period.
- Interest charges will be applied to all overdue amounts as authorized under Section 9 of the Paint and Paint Container Recycling Bylaw (Alta. Reg. 200/2007). Interest will accrue on all overdue amounts at a rate of 12% per annum calculated annually but not in advance for balances outstanding up to June 30, 2015. Commencing with outstanding amounts owing on July 1, 2015, the interest rate will be 15% per annum calculated annually but not in advance. Interest accrues from the date on which the amount was first due and payable and continues up to the date on which full payment is received by Alberta Recycling.
- Cheques should be made payable to Paint Recycling Alberta.
- A fee will be charged for any dishonoured payment.
- It is an offence under the Designated Material Recycling and Management Regulation of the Environmental Protection and Enhancement Act to fail to file a return or to file a misleading return. The information in this return may be subject to review or audit by PRA at any time. PRA retains the right to assess and collect amounts owing, including where amounts owing result from inaccurate returns.

I have made, read, understand and accept the above remittance terms, conditions and certifications.

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[Logout](#)

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H. Selecting a Payment Method

In the drop down menu select the payment method and follow the prompts. After completing all necessary fields, click “Continue” to complete your submission. The following are various payment methods offered by Alberta Recycling

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| | |
|---|--|
| Credit Card (VISA or MasterCard) | Transactions are processed immediately through our website, however it may take up to 2 days to be reflected in our database. |
| Interac Online | Transactions are processed immediately through our website, however it may take up to 2 days to be reflected in our database. Select Interac Online from the drop down, select continue and then enter your billing information. |
| Electronic Funds Transfer | Will take up to 3 business days to process. **You are required to complete the PRA Electronic Funds Transfer Application prior to selecting this method of payment. |
| Cheque | Cheque payments will be reflected in your account once the cheque is received by Alberta Recycling. Should you choose to pay by cheque and do not have a cheque number, simply enter '123' when prompted and ensure to document the Online Reference number and registrant ID on your cheque/cheque stub. Please make cheque payable to: Paint Recycling Alberta Mail to: PO Box 189 Edmonton, AB T5J 2J1 Courier to: 1800 Scotia Tower 1 10060 Jasper Ave Edmonton, AB T5J 3R8 |

**Alberta Recycling does not offer the option to pay directly at your financial institution.



Payment Method

Please select your payment method:

Reference Number: 9991866

Submission Date: 8/22/2012

Submission Amount: \$73.60

* Payment Method:

NOTE: Credit Card, INTERAC® Online and Electronic Funds Transfer are paid online through this web site. Credit Card and INTERAC® Online are processed immediately but Electronic Funds Transfers may take up to three business days to complete.



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[Logout](#)

[Continue](#)

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I. Completing the Transaction

- i. In order for your submission to be completed, you must continue through the process until you come to the confirmation page as illustrated below.
- ii. At this point you can submit another outstanding period or logout.

Submission Stages

1. Login
2. Registrant Details
3. Submission Details
4. Payment Method
5. **Thank You**

Thank You

Thank you for submitting your Advance Disposal Surcharge Return online.

Your transaction was successful. A confirmation email summarizing the submission has been sent to robertsmith@bobspaint.ca. You may also print a summary from here.

[Print](#)

Click Logout to finish your submission or click Submit Another Period to submit again.

[Submit Another Period](#)

[Logout](#)

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