



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 program eligible tires sold during a reporting period.¹ Unless Tire Recycling Alberta (TRA) 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 *Tire 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 TRA.
 - 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** - Using our Online Submission Form
 - **Pay with online banking** - 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 TRA at 780-990-1111 or toll free 1-888-999-8762.
 - **Pay by mail** – Submit the ADS return online and then mail cheque or money order to our office.
4. Please be reminded that regardless of which payment method is utilized, the fee remittances must be received by TRA within 30 days following the reporting period. Payments are payable to "Tire 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 program eligible tire 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 TRA, 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.

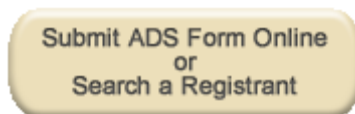
1. DEFINITIONS FOR TERMS USED IN THE ONLINE ADS FORM

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 tires eligible for environmental fees supplied in or into Alberta during the reporting period.
New Items Returned:	The number of tires 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 TRA 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 "Tire 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.

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.



D. Completing Your ADS Remittance

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

Submission Details

* Please select a Reporting Period: Select...

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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 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
traadsforms@albertarecycling.ca
for support.

Submission Details

* Please select a Reporting Period: November 2010

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
Passenger and Light Truck Tires	10	-		= 10	\$4.00	\$40.00
Specialty, Industrial and Other Tires	4	-		= 4	\$4.00	\$16.00
Medium Truck Tires	8	-		= 8	\$9.00	\$72.00
OTR (Off-the-road)						
Small	20	-	4	= 16	\$40.00	\$640.00
Medium	10	-		= 10	\$100.00	\$1,000.00
Large	6	-		= 6	\$200.00	\$1,200.00

*you may only deduct a return if the returned tire can be resold as new

Other Select... Description

Total to be remitted: \$2,968.00

Submission reference number: 9950959
 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.

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).

- 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.

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".



Submission Stages

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

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for support.

Submission Details

* Please select a Reporting Period:

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
Passenger and Light Truck Tires	<input type="text" value="10"/>	-	<input type="text"/>	= 10	\$4.00	\$40.00
Specialty, Industrial and Other Tires	<input type="text" value="4"/>	-	<input type="text"/>	= 4	\$4.00	\$16.00
Medium Truck Tires	<input type="text" value="8"/>	-	<input type="text"/>	= 8	\$9.00	\$72.00
OTR (Off-the-road)						
Small	<input type="text" value="20"/>	-	<input type="text" value="4"/>	= 16	\$40.00	\$640.00
Medium	<input type="text" value="10"/>	-	<input type="text"/>	= 10	\$100.00	\$1,000.00
Large	<input type="text" value="6"/>	-	<input type="text"/>	= 6	\$200.00	\$1,200.00

**you may only deduct a return if the returned tire can be resold as new*

Other	Description	
<input type="text" value="Interest"/>	<input type="text" value="Interest on Dec 2010"/>	<input type="text" value="\$2.50"/>
Total to be remitted:		\$2,970.50

Submission reference number: 9950959

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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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.



Submission Stages

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

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for support.

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.
- Tire Recycling Alberta is entitled to audit and examine my records relating to the supply of eligible tire products and the remittance of Advance Disposal Surcharges.
- I certify and agree that I am holding all such amounts in trust for Tire Recycling Alberta (TRA), a division of the Alberta Recycling Management Authority.
- Remittances must be received by TRA 30 days following the reporting period.
- Interest charges will be applied to all overdue amounts at a rate of 1% per month (12,6825% per year) as authorized under Section 8 of the Tire Recycling Bylaw (Alta.Reg. 94/2004)
- Cheques should be made payable to Tire Recycling Alberta.
- A fee will be charged for any dishonored 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 TRA at any time. TRA 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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H. Selecting a Payment Method

- i. 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.

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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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.
Interact/Debit	Transactions are processed immediately through our website, however it may take up to 2 days to be reflected in our database.
Electronic Funds Transfer (There are two options)	<ol style="list-style-type: none"> 1. Transactions are processed immediately through our website, however it will take up to 3 business days to process. **You are required to complete the TRA Electronic Funds Transfer Application prior to selecting this method of payment. 2. Transactions are processed when you arrange transfer of funds with your financial institution. You will provide name of which financial institution you intend to make transfer through.
Cheque	<p>Cheque payments will be reflected in your account once the cheque is received by Alberta Recycling.</p> <p>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.</p> <p>Please make cheque payable to: Tire Recycling Alberta</p> <p>Mail to: PO Box 189 Edmonton, AB T5J 2J1</p> <p>Courier to: 1310 Scotia Tower 1 10060 Jasper Ave Edmonton, AB T5J 3R8</p>
Online Banking	You will be asked which financial institution you intend to make payment through. Once you have submitted your online report, you will have to login to your online banking separately, find 'Tire Recycling Alberta' as a payee to process the payment.

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



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.

The screenshot shows the 'Thank You' page of the Tire Recycling Alberta website. At the top, there is a green header with the Alberta Recycling Management Authority logo on the left and 'Tire Recycling Alberta' on the right. Below the header, there are two buttons: 'Home' on the left and 'Logout' on the right. A sidebar on the left lists 'Submission Stages' with five items: 1. Login, 2. Registrant Details, 3. Submission Details, 4. Payment Method, and 5. Thank You (highlighted in orange). The main content area has an orange header with 'Thank You' in white. Below this, the text reads: 'Thank you for submitting your Advance Disposal Surcharge Return online.' followed by 'Your transaction was successful. A confirmation email summarizing the submission has been sent to tires@albertarecycling.ca. You may also print a summary from here.' There is a 'Print' button with a printer icon. At the bottom, there is a line of text: 'Click Logout to finish your submission or click Submit Another Period to submit again.' Below this are two buttons: 'Submit Another Period' and 'Logout'. At the very bottom, there is a small copyright notice: '© Trade-mark of Interac Inc. Used under licence.'