

Electronics Supplier Advance Disposal Surcharge ('Surcharge') Remittance Instructions

1. The Surcharge Report is an online form used to report/remit the amount of Surcharges ('environmental fees') collected on eligible electronics sold during a reporting period.¹ Unless Electronics Recycling Alberta (the Program) 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 *Electronics Recycling Bylaw*, all outstanding environmental fees are subject to interest charges.
 - Alberta Recycling applies interest charges to all overdue amounts at a rate of 15% per annum. (For any outstanding amount that was due and payable prior to July 1, 2015, interest will be calculated at 12% per annum up to that date and 15% per annum on and after that date.)
 - Interest is calculated from the date on which the remittance was first due and payable, to the date on which full payment is received by Alberta Recycling.
 - Once payment has been received a further notice will be sent indicating any interest payable.
3. Summary of Payment Methods
 - **Pay with online banking** – Initiated through a Supplier's own financial institution.
 - **Pay using Electronic Funds Transfer (EFT)** - Initiated within a Supplier's own accounting system for Suppliers with an EFT payment system
 - **Pay by mail** - Submit the report online and then mail cheque or money order to our office.
 - **Pay by Interac E-Transfer** - Send to electronics@albertarecycling.ca. If prompted to supply a password, please use your 6-digit Supplier Registration ID.
4. Please be reminded that regardless of which payment method is utilized, the fee remittances must be received by the Program within 30 days following the reporting period. Payments are payable to "Electronics 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 not sold any eligible electronic sales in a reporting period, you are still required to submit a 'nil report'**. It is an offence under the *Designated Material Recycling and Management Regulation* to fail to file reports as required by the Program, including filing a misleading report.

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

INSTRUCTIONS FOR COMPLETING AN ONLINE SURCHARGE REPORT

To complete your report online, please visit our website www.albertarecycling.ca and follow the steps as outlined below. If you require assistance at any point, please do not hesitate to contact our office.

1. DEFINITIONS FOR TERMS USED IN THE ONLINE REMITTANCE FORM

Supplier Registration Number:	The registration number should reflect the number on your certificate of registration. It is also referred to as a Supplier Registration ID or Supplier ID.
Reporting Period:	The reporting period should reflect a calendar month/quarter for which you are reporting.
New Items Sold:	The number of electronics eligible for environmental fees supplied in or into Alberta during the reporting period.
New Items Returned:	The number of electronics eligible for environmental fees returned by your customer during the reporting period, which can be resold as new . The surcharge will be re-submitted at the time of re-sale.
Other:	This section can be used to utilize available credit or report funds owed to the Program in addition to a regular monthly/quarterly 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 SURCHARGE REMITTANCE

A. Login to the Supplier Portal

- i. In the top right of the Alberta Recycling's homepage, click on the "Login Portal" drop-down and select "Supplier".
- ii. Enter your six-digit Supplier ID.
- iii. Select "Electronics Recycling Alberta" from the drop-down menu.
- iv. Enter your password and select "Login".

Passwords

- If it is your first time logging in, either follow the link in the confirmation email you receive from Alberta Recycling or select "forgot your password" on the log in page. Follow the prompts to create your password.
- If you have forgotten your password and need to recover it, select "forgot your password" on the log in page and follow the prompts to reset your password.
- If you do not have access to the email address associated with the account and you need to recover the password, please contact our office for assistance.

Note: The website is optimized for use with the following browsers: Chrome, Firefox, Safari, and Microsoft Edge

B. Surcharge Remittance Process

Enter your full name where requested and click “Start Submissions”.

Important Note - Changing Company Information:

If any changes or updates to the company information are required, please contact our office for assistance.

- If a submission is required for more than one period, you will see a red warning message and the periods 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).

- Each reporting period has to be submitted separately. Please do not press your browser’s “Back” button; you must completely finish one reporting period before proceeding to the next one.

Step 1: Reporting Period

- Begin by selecting the reporting period from the drop-down menu and click “Continue”.

Step 2: Period Details

- i. Enter the number of units sold during this reporting period. Totals will be automatically calculated.
- ii. *If there are **no sales** to be reported, select 'No' to submit a NIL report.*
- iii. *If there are returns to report, select 'Yes' and enter the number of units returned. (Returns are only to be reported on products that are returned to be re-sold as new).*
- iv. Once complete, click "Continue".

ii.

iii.

Please indicate how many items were sold and returned within the Reporting Period of: April 2018

Were there any eligible sales within the Period?
 Yes No

Do you have any returns for this Reporting Period?
 Yes No

Returns apply only to products that will be resold as new and the Surcharge re-submitted to the Program

Item	Sold	-	Returned	=	Net	Surcharge Rate	Total
Computers & Servers (after Sep 30/15)	_____	-	_____	=	0	\$4.40	\$0.00
Printers/Copiers/Scanners/Fax (after Sep 30/15)	_____	-	_____	=	0	\$4.80	\$0.00
Laptops,Tablets,Notebooks (after Sep 30/15)	_____	-	_____	=	0	\$1.20	\$0.00
Visual Display & All-In-One Devices- <30 inches	_____	-	_____	=	0	\$4.00	\$0.00
Visual Display & All-In-One Devices- 30" or larger	_____	-	_____	=	0	\$10.00	\$0.00
Total to be remitted							\$0.00

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Step 3: Other Remittances

In unusual circumstances you may need to report additional fees or to apply a credit on account. If there are no additional fees or credits to be reported click “Continue” to proceed.

a. Applying Credit

If there is a credit balance available on your account, you can apply it towards your remittance payment. **Any available credit would have been communicated to you in writing by Alberta Recycling. Please contact Alberta Recycling if you are unsure of your available credit balance.**

- i. Select “Credit On Account” 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.

Note: If there are no other Fees to report, please click continue to proceed.

Credit On Account: Any available credit would have been communicated to you in writing by Alberta Recycling. Please contact Alberta Recycling if you are unsure of your available credit balance.

Remittance Type	Description	\$ Amount	
Please Select	Description	\$ Amount	🗑️
<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> Please Select Self Assessment Compliance review Credit On Account <li style="background-color: #007bff; color: white;">Interest Notice of Assessment Other </div>	ADD ANOTHER		

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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.

b. Paying Other Outstanding Balances

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

- i. 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”.

c. Adding or Deleting Other Remittance Lines

- i. To add additional lines select the “Add Another” button.
- ii. To delete an entry, click on the bin icon on the left.

Step 4: Review Submission

A summary of your report will be displayed. Please check the details before selecting "Continue to Payment"

Use the "Back" button to return to previous steps in the reporting process and make any changes if required.

Step 5: Terms and Conditions

All Advanced Disposal Surcharge 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.

- 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.
- Electronics Recycling Alberta, a Program of the Alberta Recycling Management Authority (Alberta Recycling), is entitled to audit and examine my records relating to the supply of eligible electronic products and the remittance of Advance Disposal Surcharges.
- I certify and agree that I am holding all such amounts in trust for Electronics Recycling Alberta.
- Remittances must be received by Electronics Recycling Alberta 30 days following the reporting period.
- Alberta Recycling applies interest charges to all overdue amounts at a rate of 15% per annum. Interest is calculated from the date on which the remittance was first due and payable, to the date on which full payment is received by Alberta Recycling. (For any outstanding amount that was due and payable prior to July 1, 2015, interest will be calculated at 12% per annum up to that date and 15% per annum on and after that date.)
- Cheques should be made payable to Electronics Recycling Alberta.
- A fee will be charged for any dishonored payment.
- It is an offense 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 Electronics Recycling Alberta at any time. Electronics Recycling Alberta 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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Step 6: Payment

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

Confirmation number	10016576
Submission date	January 30, 2019
Submission amount	\$70.40

How would you like to pay?
Please Select...

Please Select...

Cheque

Money Order

Online Banking (via bank website)

Electronic Fund Transfer (Supplier to arrange transfer with financial institution)

Interac e-Transfer® (see further details below)

For any questions regarding available payment options, please contact Alberta Recycling

Electronic Funds Transfer (Utilizing your own EFT payment systems)	Will take up to 3 business days to process.
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 Supplier Registration ID on your cheque/cheque stub.</p> <p>Please make cheque payable to: Electronics Recycling Alberta</p> <p>Mail to: PO Box 189 Edmonton, AB T5J 2J1</p> <p>Courier to: 1800 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 'Electronics Recycling Alberta' as a payee to process the payment.
Interac E-Transfer	Send to electronics@albertarecycling.ca . If prompted to supply a password, please use your 6 digit Supplier Registration ID.

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

C. 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 choose to print a summary of your submission, begin another submission or logout.

Your transaction was successful.

Thank you for completing your Advanced Disposal Surcharge Submission Online.

A confirmation email summarizing the submission has been sent to **supplier@emailaddress.ca**

[VIEW SUMMARY](#)

[BEGIN ANOTHER SUBMISSION](#)

Alternatively, you may [logout and sign in to another program.](#)