



## Environmental Fee Submission Instructions

Note: To improve administrative efficiencies and streamline the process for distributors, Alberta Recycling is collecting environmental fees on behalf of the Government of the Northwest Territories (GNWT). All fees collected by Alberta Recycling are transferred to the GNWT's Environment Fund and are used to run the NWT Electronics Recycling Program.

1. The Environmental Fee Submission is an online form used to report and remit environmental fees collected on eligible electronic products sold during a reporting period.<sup>1</sup>
2. All outstanding environmental fees are subject to interest charges at a current rate of 18% in accordance with the Interest Rate Regulations under the GNWT's *Financial Administration Act*.
  - 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 the program.
  - Once payment has been received a further notice will be sent indicating any interest payable.
3. Summary of Payment Methods
  - **Pay using Electronic Funds Transfer (EFT)** - Initiated within a Distributor's own accounting system for Distributors with an EFT payment system.
  - **Pay by mail** – Submit the Environmental Fee report online and then mail cheque or money order to our office.
  - **Pay by Interac E-Transfer** (send to [nwtelectronics@albertarecycling.ca](mailto:nwtelectronics@albertarecycling.ca))
4. Regardless of which payment method is used, the fees must be submitted within 30 days following the reporting period. Payments are payable to "Alberta Recycling Management Authority (For GNWT)."
5. Once you have completed the remittance, a transaction receipt and submission acknowledgment will be sent to you via email.
6. **If you have not sold any eligible electronic products in a reporting period, you are still required to submit a 'nil report'**. It is an offence under the NWT *Electronics Recycling Regulations* and *Waste Reduction and Recovery Act*<sup>2</sup> to fail to remit or to file a misleading report.

<sup>1</sup> This information is subject to the NWT [Access to Information and Protection of Privacy Act](#)

<sup>2</sup> <https://www.justice.gov.nt.ca/en/files/legislation/waste-reduction-recovery/waste-reduction-recovery.r3.pdf>



## **INSTRUCTIONS FOR COMPLETING SUBMISSION**

To complete your monthly fee report online, please visit our website [www.albertarecycling.ca](http://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**

**Distributor Registration Number:** The number on your certificate of registration.

**Reporting Period:** The reporting period should reflect the calendar month/quarter for which you are reporting.

**New Items Sold:** The number of electronics eligible for environmental fees that you distributed/sold in or into the NWT 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 NWT Electronics Program in addition to a regular remittance.

**Total to be Submitted:** 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 REMITTANCE**

#### **A. Login to the Distributor Portal**

- i. In the top right corner of the Alberta Recycling homepage, click the “NWT Login” link.
- ii. Enter your six digit Distributor registration ID.
- iii. 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. Environmental Fee Submission Process

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

### **Important Note - Changing Company Information:**

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

The screenshot shows the 'rethink it' web application interface. At the top left is the 'rethink it' logo. To the right is a link for 'BACK TO ALBERTA RECYCLING'. Below the logo is a navigation bar with the following items: 'NWT ELECTRONICS RECYCLING', 'Submissions', 'Distributor Details', 'Find a Distributor', and 'Logout'. The main content area is divided into three columns:

- Environmental Fee Submissions:** Text: "To proceed with completing your Fee submissions, please enter your first and last name." Below this is a text input field labeled "Contact name" and a "START SUBMISSION" button.
- Distributor Details:** Text: "View or edit your contact information, and view your submission history." Below this is a "VIEW DETAILS" button.
- Find a Distributor:** Text: "Search by Name or Distributor ID" above a search input field and a "SEARCH" button.

- If a submission is required for more than one period, 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).***

- 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.
- For a detailed list of what’s included in each of the categories of electronics see the schedule at the end of the [Electronics Recycling Regulations](#)<sup>2</sup>.



### Step 1: Reporting Period

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

February 2016  
March 2016  
June 2016  
July 2016  
August 2016  
September 2016  
October 2016  
November 2016  
March 2017  
**August 2017**  
September 2017  
October 2017  
November 2017  
December 2017  
February 2018  
April 2018

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"

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

ii. Were there any eligible sales within the Period?  
 Yes  No

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

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

Item	Sold	Returned	=	Net	Eco Fee Rate	Total
Computers & Servers	<input type="text"/>	<input type="text"/>	=	0	\$10.50	\$0.00
Desktop - Printer/Copier/Scanner/Fax	<input type="text"/>	<input type="text"/>	=	0	\$8.00	\$0.00
Floor Standing - Printer/Copier/Scanner/Fax	<input type="text"/>	<input type="text"/>	=	0	\$40.00	\$0.00
Laptops/Tablets/Notebooks (Portable Computers)	<input type="text"/>	<input type="text"/>	=	0	\$3.00	\$0.00
Visual Display & All-In-One Devices <30 inches	<input type="text"/>	<input type="text"/>	=	0	\$12.25	\$0.00
Visual Display & All-In-One Devices 30"- 45"	<input type="text"/>	<input type="text"/>	=	0	\$24.50	\$0.00
Visual Display & All-In-One Devices >45"	<input type="text"/>	<input type="text"/>	=	0	\$40.00	\$0.00
<b>Total to be remitted</b>						<b>\$0.00</b>

BACK CONTINUE



### Step 3: Other Remittances

In unusual circumstances you may need to report other balances or to apply a credit on account. If there are no additional fees or credits to be reported click “Continue” to proceed and skip to Step 4.

#### 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.

Product cd	Other descr	Other amount	
Credit On Account	Credit	-10	
Please Select	Other descr	Other amount	
<div style="border: 1px solid black; padding: 2px;"><ul style="list-style-type: none"><li>Please Select</li><li>Self Assessment</li><li>Compliance review</li><li>Credit On Account</li><li style="background-color: #007bff; color: white;">Interest</li><li>Notice of Assessment</li><li>Other</li></ul></div>			
ADD ANOTHER			

BACK

CONTINUE

**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. You will receive a notice by mail of any outstanding balances on your account.

- i. Select the appropriate option from the drop down menu.
- ii. In the description field, provide further explanatory details (e.g., 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

- i. All submissions are subject to 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 Environmental Handling Surcharge (environmental fees) that I am required to remit for the reporting period indicated.
- I certify and agree that I am holding all such amounts in trust for the Government of the Northwest Territories.
- The Alberta Recycling Management Authority (Alberta Recycling), on behalf of the Government of the Northwest Territories (GNWT) is entitled to audit and examine my records relating to the supply of designated electronics and the remittance of environmental fees.
- Remittance must be received by Alberta Recycling 30 days following the reporting period.
- Interest charges will be applied on late payments in accordance with the Interest Rate Regulations under the GNWT's Financial Administration Act and the current rate of 18%.
- Cheques should be made payable to Alberta Recycling Management Authority (for GNWT).
- A fee will be charged for any dishonored payment.
- It is an offense under the NWT Electronics Recycling Regulations and Waste Reduction and Recovery Act to fail to remit or to file a misleading report. The information in this report may be subject to review or audit by the GNWT and/or Alberta Recycling (on behalf of the GNWT) at any time. GNWT retains the right to 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**

- i. In the drop down menu select the payment method (see options in table below) and follow the prompts. After completing all necessary fields, click "Submit" to complete your submission.

<p><b>Electronic Funds Transfer</b> (Utilizing your own EFT payment systems)</p>	<p>Will take up to 3 business days to process.</p>
<p><b>Cheque</b></p>	<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 Distributor Registration ID on your cheque/cheque stub.</p> <p>Please make cheque payable to: Alberta Recycling Management Authority (For GNWT)</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>
<p><b>Pay by Interac E-Transfer</b></p>	<p>Send to <a href="mailto:nwtelectronics@albertarecycling.ca">nwtelectronics@albertarecycling.ca</a></p>

<b>Confirmation number</b>	100262852
<b>Submission date</b>	June 14, 2018
<b>Submission amount</b>	\$105.00

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

Please Select...

Interac® Online (pay via this website)

**Cheque**

Electronic Funds Transfer (distributor to arrange transfer with financial institution)

Interac e-Transfer® (see further details below)

*Should you have any questions regarding available payment options, please contact Alberta Recycling administration at [nwtelectronics@albertarecycling.ca](mailto:nwtelectronics@albertarecycling.ca).*

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### 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 **distributor@emailaddress.ca**

VIEW SUMMARYBEGIN ANOTHER SUBMISSION

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