

## Yukon Tire Producer Surcharge Remittance Instructions

1. The Surcharge report is an online form used to report/remit the amount of Surcharges collected on eligible tires sold during a reporting period.<sup>1</sup> Unless directed otherwise, the reporting period is a calendar quarter as per the below, and surcharges are due 30 days following the close of the reporting period.

FILING QUARTERS	REMITTANCE DUE DATE
January, February and March	April 30
April, May and June	July 30
July, August and September	October 30
October, November and December	January 30

2. Summary of Payment Methods

- **Pay using Electronic Funds Transfer (EFT)** - Initiated within a Producer's own accounting system for Producers 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 [yukontires@albertarecycling.ca](mailto:yukontires@albertarecycling.ca). If prompted to supply a password, please use your 6-digit Producer Registration ID.

3. Please be reminded that regardless of which payment method is utilized, the Surcharge remittances must be received by the Program within 30 days following the reporting period. Payments are payable to “Alberta Recycling for Government of Yukon”. Once you have completed the remittance, a transaction receipt and submission acknowledgment will be sent to you via email.

4. **If you have not sold any eligible tires in a reporting period, you are still required to submit a ‘nil report’.** It is an offense under the Yukon Designated Material Regulation to fail to deposit the appropriate surcharge. Yukon Government retains the right to collect amounts owing, including where amounts owing result from inaccurate returns.

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<sup>1</sup> 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](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**

<b>Registration Number:</b>	The registration number should reflect the number on your confirmation from Alberta recycling. It is also referred to as a Registration ID or Producer ID.
<b>Reporting Period:</b>	The reporting period should reflect a calendar quarter for which you are reporting.
<b>New Items Sold:</b>	The number of tires eligible for the Surcharge supplied in or into the Yukon during the reporting period.
<b>New Items Returned:</b>	The number of tires eligible for the Surcharge returned by your customer during the reporting period, which <b>can be resold as new</b> . The surcharge will be re-submitted at the time of re-sale.
<b>Other:</b>	This section can be used utilize available credit or report funds owed to the Program in addition to a regular remittance.
<b>Total to be Remitted:</b>	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 Producer Portal**

- i. In the top right of the Alberta Recycling's Homepage, click on the "Login Portal" drop-down and select "Yukon".
- ii. Enter your six-digit Producer 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 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.

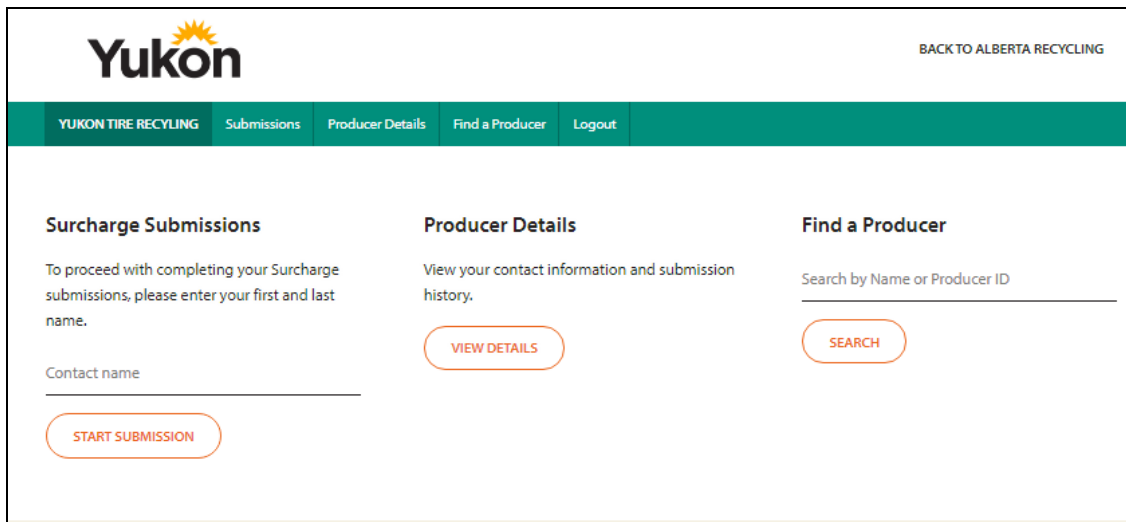
**Note:** The website is optimized for use with the following browsers: Chrome, Firefox, Safari, and Microsoft Edge.

## 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.



The screenshot shows the Yukon website interface. At the top left is the Yukon logo, and at the top right is a link that says "BACK TO ALBERTA RECYCLING". Below the logo is a green navigation bar with the following items: "YUKON TIRE RECYCLING", "Submissions", "Producer Details", "Find a Producer", and "Logout". The main content area is divided into three columns:

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

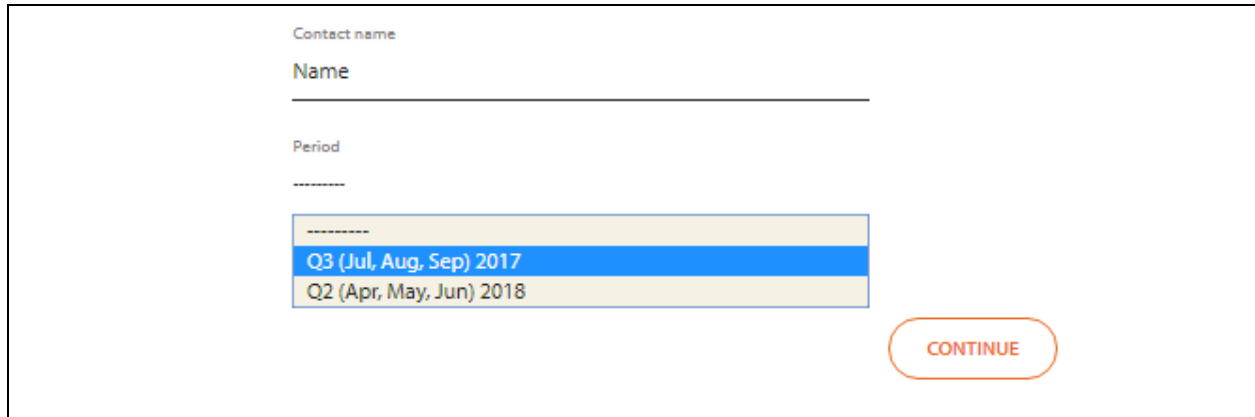
- If a submission is required for more than one period, you will see a red warning message and the periods that remain outstanding will also appear in the drop-down menu.

***NOTE: There are previous periods without a submission. Please make submissions for these periods as soon as possible.***

- 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

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



The screenshot shows a web form with the following elements:

- Contact name**: A label above a text input field.
- Name**: The text inside the contact name input field.
- Period**: A label above a drop-down menu.
- Drop-down menu**: A list with two options: "Q3 (Jul, Aug, Sep) 2017" (highlighted in blue) and "Q2 (Apr, May, Jun) 2018".
- CONTINUE**: A rounded rectangular button with an orange border and text.

### Step 2: Period Details

- i. Enter the number of units sold during this reporting period. Totals will be automatically calculated. Note: the reporting period at the top of the screen will display as the last month in the quarter, please enter the sales for the full quarter. E.g., if it asks for Sep sales, please report sales for the Sep quarter (July/August/September).
- 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: **June 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 Surcharge re-submitted to the Program

Item	Sold	-	Returned	=	Net	Surcharge Rate	Total
Passenger Car & Light Truck Tires	<input type="text"/>	-	<input type="text"/>	=	0	\$7.00	\$0.00
Specialty, Industrial and Other Tires	<input type="text"/>	-	<input type="text"/>	=	0	\$7.00	\$0.00
Medium Truck Tires	<input type="text"/>	-	<input type="text"/>	=	0	\$9.00	\$0.00
Recreational Vehicle Tires	<input type="text"/>	-	<input type="text"/>	=	0	\$5.00	\$0.00
Small Industrial / OTR	<input type="text"/>	-	<input type="text"/>	=	0	\$40.00	\$0.00
Medium Industrial / OTR	<input type="text"/>	-	<input type="text"/>	=	0	\$100.00	\$0.00
Large Industrial / OTR	<input type="text"/>	-	<input type="text"/>	=	0	\$200.00	\$0.00

**Total to be remitted**  
**\$0.00**

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### Step 3: Other Remittances

In unusual circumstances you may need to report other balances 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: 2px;">           Please Select            Other  <b>Credit on Account</b> </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.

- i. Select the appropriate option from the drop-down menu.
- ii. In the description field, provide further explanatory details.
- 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 Surcharge submissions are subject to Yukon Tire 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 Surcharges 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 Yukon.
  - The Alberta Recycling Management Authority (Alberta Recycling), on behalf of the Government of Yukon is entitled to audit and examine my records relating to the supply of designated tires and the remittance of surcharges.
  - Remittance must be received by Alberta Recycling 30 days following the reporting period.
  - Cheques should be made payable to Alberta Recycling for Government of Yukon.
  - A fee will be charged for any dishonored payment.
  - It is an offense under the Yukon Designated Material Regulation to fail to deposit the appropriate surcharge. Yukon Government 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

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.

<table border="1"> <tr> <td><b>Confirmation number</b></td> <td>10012801</td> </tr> <tr> <td><b>Submission date</b></td> <td>December 17, 2018</td> </tr> <tr> <td><b>Submission amount</b></td> <td>\$70.00</td> </tr> </table> <p>How would you like to pay? Please Select...</p> <div style="border: 1px solid black; padding: 5px;"> <p>Please Select...</p> <p>Cheque</p> <p>Electronic Funds Transfer (producer to arrange transfer with financial institution)</p> <p>Interac e-Transfer® (see further details below)</p> </div> <p><i>Should you have any questions regarding available payment options, please contact Alberta Recycling administration at <a href="mailto:yukontires@albertarecycling.ca">yukontires@albertarecycling.ca</a>.</i></p>	<b>Confirmation number</b>	10012801	<b>Submission date</b>	December 17, 2018	<b>Submission amount</b>	\$70.00
<b>Confirmation number</b>	10012801					
<b>Submission date</b>	December 17, 2018					
<b>Submission amount</b>	\$70.00					

<b>Electronic Funds Transfer</b> (Utilizing your own EFT payment systems)	Will take up to 3 business days to process.
<b>Cheque</b>	<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 Registration ID on your cheque/cheque stub.</p> <p>Please make cheque payable to: Alberta Recycling for Government of Yukon</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>
<b>Interac E-Transfer</b>	Send to <a href="mailto:yukontires@albertarecycling.ca">yukontires@albertarecycling.ca</a> . If prompted to supply a password, please use your 6 digit 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 Surcharge Submission Online.*

A confirmation email summarizing the submission has been sent to **yukontires@albertarecycling.ca**

VIEW SUMMARYBEGIN ANOTHER SUBMISSION

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