

Tire 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 tires sold during a reporting period.¹ Unless Tire 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 *Tire 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 tires@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 "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 not sold any eligible tires 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 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 . The surcharge will be re-submitted at the time of re-sale. |
| Other: | This section can be used utilize available credit or report funds owed to the Program in addition to a regular 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 "Supplier Login" link.
- ii. Enter your six digit Supplier registration ID.
- iii. Select "Tire 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.

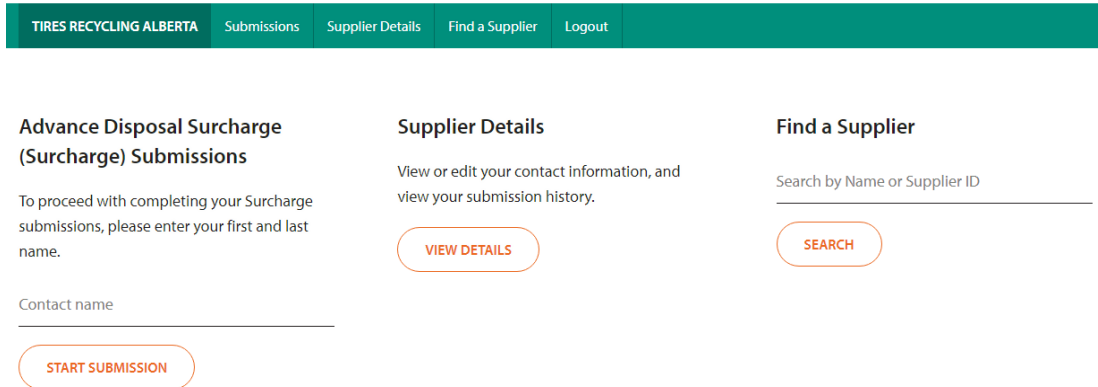
Note: The website is optimized for use with the following browsers: Chrome, Firefox, Safari, and Microsoft Edge.

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.



The screenshot shows a navigation bar with the following tabs: TIRES RECYCLING ALBERTA, Submissions, Supplier Details, Find a Supplier, and Logout. Below the navigation bar are three main sections:

- Advance Disposal Surcharge (Surcharge) Submissions:** Includes the text "To proceed with completing your Surcharge submissions, please enter your first and last name." and a "START SUBMISSION" button.
- Supplier Details:** Includes the text "View or edit your contact information, and view your submission history." and a "VIEW DETAILS" button.
- Find a Supplier:** Includes a search input field labeled "Search by Name or Supplier ID" and a "SEARCH" button.

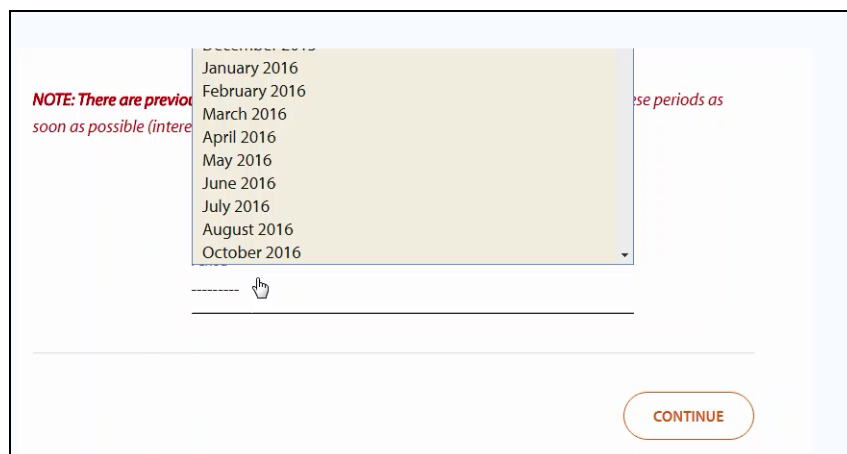
- If a submission is required for more than one period, you will see a red warning message and the periods that remain outstanding will also appear in the drop down menu.

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

Step 1: Reporting Period

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



The screenshot shows a dropdown menu with the following options: January 2016, February 2016, March 2016, April 2016, May 2016, June 2016, July 2016, August 2016, and October 2016. A red warning message is visible on the left side of the dropdown: "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)". A "CONTINUE" button is located at the bottom right of the form.

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: July 2017

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 and Light Truck Tires | _____ | - | <input type="text"/> | = | 0 | \$4.00 | \$0.00 |
| Specialty and Industrial Tires | _____ | - | <input type="text"/> | = | 0 | \$4.00 | \$0.00 |
| Medium Truck Tires | _____ | - | <input type="text"/> | = | 0 | \$9.00 | \$0.00 |
| Small OTR | _____ | - | <input type="text"/> | = | 0 | \$40.00 | \$0.00 |
| Medium OTR | _____ | - | <input type="text"/> | = | 0 | \$100.00 | \$0.00 |
| Large OTR | _____ | - | <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 gray; 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.

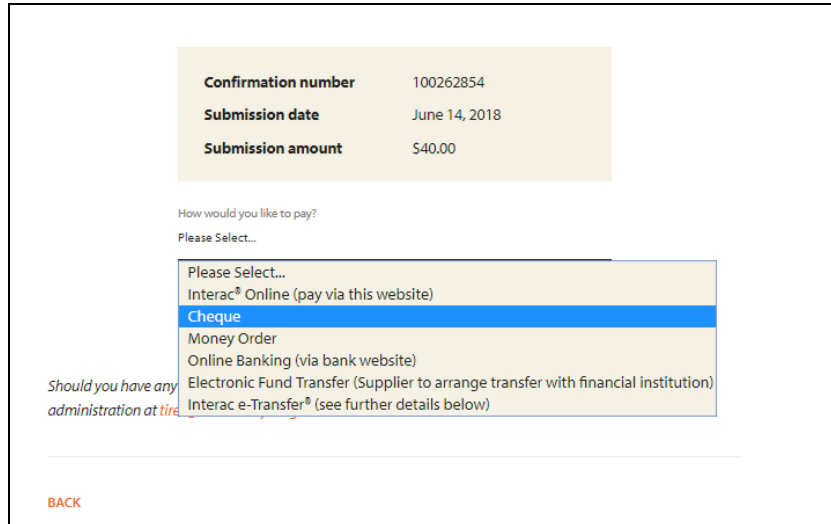
- I certify that the amounts indicated are the amounts of the Advance Disposal Surcharges that I am required to remit for the reporting period indicated.
- Tire Recycling Alberta, a Program of the Alberta Recycling Management Authority (Alberta Recycling), is entitled to audit and examine my records relating to the supply of eligible 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.
- Remittances must be received by Tire 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 Tire 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 Tire Recycling Alberta at any time. Tire 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.



| | |
|--|--|
| 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: Tire 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 ‘Tire Recycling Alberta’ as a payee to process the payment. |
| Interac E-Transfer | Send to tires@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.](#)