



Electronic Advance Disposal Surcharge (ADS) Remittance Instructions

The Advance Disposal Surcharge Return is the form filled out to report the amount of Advance Disposal Surcharge (ADS) collected on eligible electronic products sold during the reporting period. Unless the ERA directs otherwise, the reporting period is a calendar month. This form must be received by the ERA no more than 30 days after the end of a reporting period. Interest charges will be applied to all overdue amounts at the rate of 1% per month as authorized under the Electronics Recycling By-law, authorized under the Designated Material Recycling and Management Regulation (Alta. Reg. 93/2004). **In the event that you have no eligible electronic product supplies in a reporting period you are required to fill out a nil return.** It is an offence under the Designated Material Recycling and Management Regulation to fail to file returns as required by ERA, including filing a misleading return.

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

Please fill out the Advance Disposal Surcharge Return as follows:

Supplier Name: The company or individual name should reflect the legal name of the Supplier.

Registration Number: The registration number should reflect the number on your certificate of registration.

Reporting Period Start Date: The reporting period start date should reflect the first day of the calendar month you are reporting.

Reporting Period End Date: The reporting period end date should reflect the last day of the calendar month you are reporting.

Due Date: The due date represents the date the Advance Disposal Surcharge Return must be received by ERA.

Note: The above information is pre-printed on the Advance Disposal Surcharge Returns that will be sent to you on a regular basis.

Number of electronics: The number of eligible electronics supplied should reflect the number of televisions (18" screen and smaller, 19"-29" screen, 30"-45" screen, and 46" screen and larger), CPUs (including peripherals)¹, printers/printer combos, laptops/electronic notebooks, and computer monitors supplied in or into Alberta during the reporting period.

¹ CPU (or Central Processing Unit of a computer) and peripherals including mouse, keyboard, cables and speakers.



This section is divided into 3 areas. The number of eligible electronic products supplied, the number returned and finally the **net sales** (or supplied minus returned). All three pieces of information must be reported for each category of eligible electronic product.

Amount: The amount should reflect the dollar amount of ADS to be remitted on the **net** number of televisions (18” screen and smaller, 19”-29” screen, 30”-45” screen, and 46” screen and larger), CPUs (including peripherals), printers/printer combos, laptops/electronic notebooks, and computer monitors supplied during the reporting period.

Total ADS: The total ADS should reflect the total dollar amount of ADS, which is calculated by multiplying the **net** number of eligible electronic products by the corresponding ADS per item. The total amounts for each eligible electronic product should be added together and the total written in the ‘Total ADS’ box.

Interest: As indicated on the reverse of the Advance Disposal Surcharge Return, all remittances are due 30 days following the end of the reporting period. If the remittance is late there are interest charges that apply to all overdue amounts at the rate of 1% per month.

Total Remitted: The total remitted should reflect the dollar amount of ADS calculated in the ‘Total ADS’ box, added to the amount, if any, included in the ‘Interest’ box. This total should be written in the ‘Total Remitted’ box.

Authorized Signature: An authorized signing officer of the Supplier must sign the Advance Disposal Surcharge Return.

Date: The date should reflect the date the Advanced Disposal Surcharge Return was signed.

Payment Methods

- **Pay by mail** - mail Part B (remittance portion) of the return and payment (cheque or money order) to our office
- **Pay at your bank** - take Part B of the return to your financial institution in Canada and pay the ADS there. (Please note due to the magnetic qualities of the ink on the remittance form your financial institution cannot accept photocopies)

*****IMPORTANT NOTE*** If You Pay at the Bank**

Please note that chartered banks and credit unions are moving to a paperless system and will no longer be sending ERA Part B of your ADS Return, if you pay at the bank you must keep Part B of your ADS return and send it to ERA.

- **Pay by Credit Card** – Using our NEW ADS Online Submission Form
- **Pay by Interac** - Using our NEW ADS Online Submission Form
- **Pay with online or telephone banking** – forward Part B of the return to the ERA office via mail or fax indicating the payment has been made online
- **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 ERA toll free at 1-888-999-8762 or 780-990-1111

Please be reminded that regardless of which payment method utilized the ADS return form must be completed, signed and sent to ERA such that your company's remittance account can be updated. ADS remittances must be received by ERA 30 days following the reporting period. Payments are payable to "Electronics Recycling Alberta".

In the event you have NO eligible electronic product sales in a reporting period you are required to file a nil return.

*****NEW***** ERA registrants can now complete and file their monthly ADS returns online. If you would like to complete your monthly ADS returns online, please visit our website www.albertarecycling.ca. On the left hand side enter the "Electronics Registrants" link and click on the button located on the right side of the page:

[Submit ADS Form Online](#)

*Please contact Electronics Recycling in order to obtain a Password for access to this online form.