



Report and Remittance Payment Must be Received or Postmarked by 4:30 pm on Due Date

LATE FEE PENALTY: 1.5% per month of any late remittance plus \$15.00 per late CEC report or payment

Business Name:	<input type="text"/>	Facility ID:	<input type="text"/>
Licensee:	<input type="text"/>	Telephone:	<input type="text"/>
Contact Name:	<input type="text"/>	Email Address:	<input type="text"/>

Check this box if any of the information above is incorrect. Please edit information directly on this form above.

1. For this reporting period, enter the amount of Municipal Solid Waste (MSW) delivered to this solid waste facility by non-licensed haulers, self-haulers, or residents.	<input type="text"/>	<input type="checkbox"/> Tons <input type="checkbox"/> Cubic Yards
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2. Total MSW tipping charges from non-licensed haulers	\$	<input type="text"/>
3. Total CEC due = $\$ \text{Line 2 amount} \times 35\% (.35)$	\$	<input type="text"/>
4. If report or payment is late, you must add interest charges and late penalty:		
a. Interest (1.5% per month late) = $\$ \text{Total CEC due (line 3)} \times .015 \times \# \text{ months late}$	\$	<input type="text"/>
b. Late Penalty (\$15.00 paid once for each late report)	\$	<input type="text"/>
5. Total CEC amount remitted for the Report Period (pay this amount):	\$	<input type="text"/>

6. Certification

I have reviewed the above information in this report and declare that it is true, accurate and complete.

Name	<input type="text"/>	Date	<input type="text"/>
Title	<input type="text"/>	Telephone	<input type="text"/>
Signature	<input type="text"/>		

Please make checks payable to Washington County PHE. Remit this form and payment to: Washington County Public Health & Environment Attn: Accountant 14949 62 nd Street North, Room 4600 PO Box 6 Stillwater, MN 55082-0006	County Use Only
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Instructions for Completing the Washington County Environmental Charge (CEC) Facility Remittance Report

Reporting frequency: Washington County licensed MSW facilities must submit one (1) completed report per month to the PHE Department regardless of activity, billing cycle, or CEC collected. If there is no account activity for the month, enter zero (0).

Remittance and Reporting Schedule

CEC Reporting Period	CEC Remittance Report Month	CEC Remittance Report Due Date
January 1 – 31	January	February 20
February 1 – 28	February	March 20
March 1 – 31	March	April 20
April 1 - 30	April	May 20
May 1 – 31	May	June 20
June 1 – 30	June	July 20
July 1 – 31	July	August 20
August 1 – 31	August	September 20
September 1 – 30	September	October 20
October 1 – 31	October	November 20
November 1 – 30	November	December 20
December 1 - 31	December	January 20 (following year)

Line (1) Total MSW delivered: Indicate, in tons or cubic yards, the total quantity of County municipal solid waste delivered to your solid waste facility/facilities.

Line (2) Total MSW tipping charges from non-licensed haulers: In the space provided, enter the total amount of disposal charges for residential MSW and non-residential MSW disposal charges billed or collected during the reporting period.

Line (3) Total CEC due: Multiply the total residential and non-residential receipts or billings from line 2 by 35% (.35) and enter the result in the space provided.

Line (4) 1.5% per month of any late remittance plus \$15.00 per late CEC report or payment: You must calculate and pay late fees if the report will not be submitted by the due date. Late fees include a 1.5% interest charge per month late on the CEC you remit, plus a one-time \$15.00 late penalty per late report or payment.

- **Line 4a (interest):** Multiply the total CEC from line 3 by 1.5% (.015) and then multiply by the number of months the report is late.
- **Line 4b (late penalty):** Enter the \$15.00 late penalty in the blank immediately below the interest owed.

Line (5) Total CEC Amount Remitted: Add Lines 3 and 4 together and enter the amount in Line 5. This is the amount of CEC due to the county plus any penalty amounts.

Line (6) Certification: Print the name, title, and telephone number of the person completing the form and attesting to the information in the report and sign and date the form. **Reports submitted without a signature will be considered incomplete, and a late penalty and interested charges may apply.**

Payment Instructions: Payment in the form of check, money order, cash, or electronic funds transfer are accepted. Electronic funds transfer payments can be arranged if needed by contacting the Department Accountant at 651-430-6655.

Submitting CEC report and payment(s) by mail	Submitting CEC Report by email
<p>Mail CEC report and payments to: Washington County Public Health & Environment Attn: Accountant 14949 62nd Street North, Room 4600 PO Box 6 Stillwater, MN 55082-0006</p>	<p>CEC reports submitted by email must be:</p> <ul style="list-style-type: none"> • Emailed to PHE-CEC@co.washington.mn.us by the 4:30 PM deadline. • Scanned copies of a signed and dated CEC Report. • Attachments in a PDF or image file format (JPEG or PNG). • Note: CEC payments must still be submitted by check, money order, cash, or electronic funds transfer. In order to avoid late fees, the CEC Report AND the CEC remittance payment must be received by the applicable deadline.

Questions? Contact Jenna Venem at Jenna.Venem@co.washington.mn.us or 651-430-6655.