



County Environmental Charge (CEC)
 Monthly Hauler Remittance Report
 Report Period:

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"/>	Hauler ID Number:	<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. Number of MSW Accounts			
Residential	<input type="text"/>	Nonresidential	<input type="text"/>

See back page for detailed instructions

2. MSW Revenues and County Environmental Charge (CEC) Calculation:				
Reporting basis: Indicate how you are reporting monthly MSW revenues (check one): <input type="checkbox"/> MSW receipts <input type="checkbox"/> MSW billings				
		MSW Receipts/Billings	CEC Rate	CEC to Remit
Residential	\$		x .35 =	\$
Nonresidential	\$		x .35 =	\$
3. Total CEC due for the Report Period:				\$
4. If report or payment is late, you must add interest charges and late penalty:				
a. Interest (1.5% per month late) = $\$Total\ CEC\ due\ (line\ 3) \times .015 \times \# \text{ months late}$				\$
b. Late Penalty (\$15.00 paid once for each late report)				\$
5. Total CEC amount remitted for the Report Period (pay this amount):				\$

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) Hauler Remittance Report

Reporting Frequency: Washington County licensed MSW haulers must submit one (1) completed CEC 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) Number of MSW Accounts: Enter the number of residential and non-residential MSW accounts serviced. “Residential” means a residential building including but not limited to a single family home, a duplex, a condominium, a townhouse, a cooperative housing unit, or a residential building on perma-lease. “Non-residential” means a generator who does not qualify as a residential generator.

Line (2) MSW Revenues and County Environmental Charge (CEC) Calculation: Indicate whether you are reporting MSW revenues based on MSW receipts or billings. Check **MSW receipts** if you are reporting what customers paid to you this month for MSW services or check **MSW billings** if you are reporting what you billed to customers during this month for MSW services. Then enter the total amount that was billed or receipted to those residential or non-residential MSW accounts during the month. Next multiply the residential and non-residential amount by 35% (.35) to determine the amount of CEC due.

Line (3) Total CEC due for the Report Period: Add the totals from each of the “County Environmental Charge Due” fields in line 2. This is the total amount of CEC due to the county.

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), 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 total 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. The person identified should be the owner if a sole proprietorship, one of the partners if a partnership, or an officer of the corporation or designee if it is a corporation. **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
Mail CEC report and payments to: Washington County Public Health & Environment Attn: Accountant 14949 62 nd Street North, Room 4600 PO Box 6 Stillwater, MN 55082-0006	CEC reports submitted by email must be: <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 according to the payment instructions above. 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.