



County Environmental Charge (CEC)
Monthly Self-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: [] Licensee: [] Contact Name: [] Hauler ID Number: [] Telephone: [] Email Address: []
[] Check this box if any of the information above is incorrect. Please edit information directly on this form above.

Table with 4 main sections: 1. Municipal Solid Waste (MSW) Disposal Charges and CEC Calculation; 2. Total CEC due for the Report Period; 3. If report or payment is late, you must add interest charges and late penalty; 4. Total CEC amount remitted for the Report Period.

5. Certification

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

Table for certification with columns: Name, Title, Signature, Date, Telephone.

Table with two columns: Payment information (Please make checks payable to Washington County PHE...) and County Use Only.

Instructions for Completing the Washington County Environmental Charge (CEC) Hauler Remittance Report

Reporting Frequency: Washington County licensed MSW haulers who exclusively haul self-generated MSW 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) MSW Disposal Charges and CEC Calculation: Enter the total amount of disposal charges (tipping fee) as billed to you by all solid waste disposal facilities for residential and non-residential MSW. “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. Multiply the total disposal charges for residential and non-residential MSW by 35% (.35) and enter the result in the space provided.

Line (2) Total CEC due: Add the totals in the “CEC to Remit” column for residential and non-residential MSW. Enter this amount in line 2.

Line (3) 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 (4) Total CEC Amount Remitted: Add Lines 2 and 3 together and enter the amount in Line 4. This is the total amount of CEC due to the county plus any penalty amounts.

Line (5) 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 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.