



County Environmental Charge (CEC)  
 Quarterly 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"/>
License: <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				
<i>Fill in month</i>	Residential	<input type="text"/>	Nonresidential	<input type="text"/>
<i>Fill in month</i>	Residential	<input type="text"/>	Nonresidential	<input type="text"/>
<i>Fill in month</i>	Residential	<input type="text"/>	Nonresidential	<input type="text"/>

**See back page for detailed instructions**

2. MSW Revenues and County Environmental Charge (CEC) Calculation:				
<b>Reporting basis:</b> Indicate how you are reporting quarterly MSW revenues (check one):				
<input type="checkbox"/> MSW receipts				
<input type="checkbox"/> MSW billings				
Month	MSW Receipts/Billings		CEC Rate	CEC to Remit
<i>Fill in month</i>	Residential	\$ <input type="text"/>	x .35 =	\$ <input type="text"/>
	Nonresidential	\$ <input type="text"/>	x .35 =	\$ <input type="text"/>
<i>Fill in month</i>	Residential	\$ <input type="text"/>	x .35 =	\$ <input type="text"/>
	Nonresidential	\$ <input type="text"/>	x .35 =	\$ <input type="text"/>
<i>Fill in month</i>	Residential	\$ <input type="text"/>	x .35 =	\$ <input type="text"/>
	Nonresidential	\$ <input type="text"/>	x .35 =	\$ <input type="text"/>
<b>3. Total CEC due for Report Period:</b>				\$ <input type="text"/>
<b>4. If report or payment is late, you must add interest charges and late penalty:</b>				
a. Interest (1.5% per month late) = \$Total CEC (line 3) x .015 x # months late				\$ <input type="text"/>
b. Late Penalty (\$15.00 paid once for each late report)				\$ <input type="text"/>
<b>5. Total CEC amount remitted for Report Period (pay this amount):</b>				\$ <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 <sup>nd</sup> Street North, Room 4600 PO Box 6 Stillwater, MN 55082-0006	<b>County Use Only</b>
--	------------------------

## *Instructions for Completing the Washington County Environmental Charge Hauler Remittance Report*

**Reporting Frequency:** Each licensed MSW hauler must submit one (1) completed report per quarter to the PHE Department regardless of activity, billing cycle, or County Environmental Charges collected. If there is no account activity for the quarter, enter the value of zero (0).

**Quarterly Reporting Schedule**

CEC Reporting Period	CEC Remittance Report Quarter	CEC Remittance Report Due Date
January 1 – March 31	Quarter 1	April 20
April 1 – June 30	Quarter 2	July 20
July 1 –September 30	Quarter 3	October 20
October 1 – December 31	Quarter 4	January 20 (following year)

**Line (1) Number of MSW Accounts:** Enter the number of residential and non-residential MSW accounts you served during each month of the quarter. “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 quarterly MSW revenues based on MSW receipts or billings. Check **MSW receipts** if you are reporting what customers paid to you this quarter for MSW services or check **MSW billings** if you are reporting what you billed to customers during this quarter for MSW services. Then enter the total amount that was billed or receipted to those residential or non-residential MSW accounts during each reporting month for the quarter. Now multiply each residential and non-residential amount for each month by 35% (.35) to determine the amount of CEC due.

**Line (3) Total CEC due for Report Period:** Add the totals from each of the “County Environmental Charge Due” fields in line 2 for each month in the quarter. 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) 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 total amount of CEC due to the county plus any penalty amounts.

**Line (6) Certification:** Please 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
<p><b>Mail CEC report and payments to:</b>                      Washington County Public Health &amp; Environment                      Attn: Accountant                      14949 62<sup>nd</sup> 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"> <li>• Emailed to <a href="mailto:PHE-CEC@co.washington.mn.us">PHE-CEC@co.washington.mn.us</a> by the 4:30 PM deadline.</li> <li>• Scanned copies of a signed and dated CEC Report.</li> <li>• Attachments in a PDF or image file format (JPEG or PNG).</li> <li>• <b>Note:</b> CEC payments must still be submitted according to the payment instructions above. In order to avoid late fees, the CEC Report <b>AND</b> the CEC remittance payment must be received by the applicable deadline.</li> </ul>

**Questions?** Contact Mark Riegel at [Mark.Riegel@co.washington.mn.us](mailto:Mark.Riegel@co.washington.mn.us) or 651-430-6655.