

Remitters will be required to report units sold of each obligated product at the completion of each month. This is the basis for calculating the environmental handling fee (EHF) that remitters collect, and in turn, remit to EPRA-Québec.

How to Report:

Remitters will complete the reporting online at <https://reporting.recyclemyelectronics.ca>, where program registration had been completed.

When to Report:

At the beginning of each month, remitters will need to sign on to <https://reporting.recyclemyelectronics.ca> to report their monthly unit sales of obligated products for the previous month. For example, on November 1st, 2012, the reporting system will open for reporting of units sold in the month of October. The remitter must report and remit the collected EHF's to EPRA-Québec within 30 days of the reporting month end. In the above example, both reporting of October sales and remitting of fees on October sales must be completed by November 30th, 2012.

How the System Works:

Each month, remitters will enter the units sold by category into the web application. The system displays the fee per unit and will calculate the total owing by category, as well as a grand total. Upon completion, the system will automatically generate an invoice for the remitter.

Payments can be made through electronic funds transfer (EFT) and also by cheque. Details on EFT banking information can be obtained by emailing info@eprassociation.ca.

Product Categories for Monthly Reporting of Units Sold

Each month, remitters will only need to complete the quantity sold field, by category. The system will handle the calculations and invoice generation. The web-based form will be formulated similar to the table below – remitters will only need to fill out the information in the Units Sold in the highlighted column.

PRODUCT CATEGORIES	UNITS SOLD	AMOUNT DUE
Portable Computers		
Desktop/Countertop Computers		
Computer Peripherals		
Display Products ≤ 29"		
Display Products > 29"		
Non-Cellular Telephones and Answering Machines		
Cellular Devices & Pagers		
Desktop/Countertop Print, Copy, Fax & Multi-Function Products		
Floor-Standing Print, Copy, Fax & Multi-Function Products		
	TOTAL	

If you have any questions, please contact info@eprassociation.ca