

Ontario Tire Stewardship: Steward Training Online TSF Remittances

TSF Online Remittances: Introduction

Introduction:

- As of June 1st 2011 Stewards will be submitting Tire Steward Fee (TSF) Remittance information using a secure online solution
- A hardcopy of the TSF form generated from the Online system and accompanying payment must be sent to OTS prior to the close of the remittance period to avoid penalties/interest (the form will be printed)
- The materials presented in the following training session (and reflected in the Stewards Guidebook) will assist Stewards in filing an online submission
- Stewards with additional questions are encouraged to call the OTS Call Centre at 1-888-687-2202 for assistance

TSF Online Remittance: Introduction

- Values of tires must be equal to or greater than zero in order to be entered in the online form
- If a Steward needs to make an adjustment or enter a negative value please contact OTS via email at steward@ontariots.ca with details for advice.
- For Stewards wishing to report a “Nil” report, the online system must still be used (all values would be entered as “0”) and submitted online followed by faxing the hardcopy form to OTS (this is to confirm that the report was in fact Nil and not an accidental submission)

TSF Online Remittances: Overview

Overview:

The material contained in the following slides will detail:

1. Introduction to Online TSF Remittance
2. Getting Started with the Online Remittance Submission
3. Creating a New Remittance
4. Completing & Submitting the Form
5. Hardcopy Submission
6. Form Status
7. Late Remittances
8. Forms Saved but Not Yet Submitted
9. Reversals of Remittances
10. Important Reminder
11. Questions

TSF Online Training: Getting Started


- 1) Go to the OTS website at www.ontariots.ca and log in.
- 2) If you do not have an online account you will be required to create one using the "Sign Up" button.

[Home](#) [About OTS](#) [Tire Recycling in Ontario](#) [Registration](#) [Roles & Operations](#) [News & Media](#) [Resources](#)

Ontario Tire Stewardship (OTS) is an Industry Funding Organization (IFO) incorporated under Ontario's Waste Diversion Act, to implement and operate the Used Tires Program. This province-wide scrap tire recycling program for On-road and Off-road tires supplied into the Ontario market will divert scrap tires away from burning and landfilling to 3Rs (Reduce, Reuse, Recycle) processing and uses. Launched on September 1, 2009... [Find out more>](#)

What Happens to Used Tires in Ontario?

Whether piled up at your local service station, abandoned along a road or neatly tucked into a corner of your garage, used tires are all around Ontario. Some find their way to a recycler who will make new green products such as playground surfaces or patio tiles, but many others end up in landfill, or are sent to be burned for fuel in a cement kiln or power plant. The Ontario Used Tires Program will change all of this for the better... [Find out more>](#)



[Find a Collection Location](#) Find a location near you to drop off your used tires.

Are you a Registered Program Participant?

[Click here](#) for operational information and resources specific to your role.

Latest Program Updates / Links

- **Collectors:**
OTS would like to remind all registered Collectors that the deadline for submitting Collection Allowance Claims for the October-December 2010 period is March 31st 2011 at 11:59pm. Claims will not be accepted for processing after the deadline. Collectors, who have not finalized their claim must log into their account at www.ontariots.ca and fully submit the claim prior to the deadline.

Already signed up or an existing user?

[Log in](#)

[Forgot your password?](#)

Creating an Online Registration / Operational Account with OTS

By signing up for an OTS account, you will be able to quickly register your organization online and take advantage of our online resources and online submission forms.

To start the registration process for your organization or access our online operational forms, you will need to first sign up as a new user. In order to do this we will need you to provide an email address. At sign-up, you will also be asked to create your unique user ID. Once signed up as a new user, an email will be sent to your email address with instructions on how to begin.

SIGN UP

Quick Links

TSF Online Training: Getting Started

- 3) Enter your username and password
- 4) Click on the "Log in" button

Ontario Tire Stewardship Industry Rolls Old Tires into Green Process

Home About OTS Tire Recycling in Ontario Registration Roles & Operations

Create new account Log in Request new password

Username:
Enter your Ontario Tire Stewardship username.

Password:
Enter the password that accompanied your username.

Log in

TSF Online Training: Getting Started

- 5) Choose the " On-Line TSF Remittance Form" link on the right hand side of the screen



The screenshot shows the Ontario Tire Stewardship (OTS) website. The header includes the OTS logo, the tagline "Industry Rolls Old Tires into Green Products", and contact information: "Questions? Contact us [by email](#), or call 1-888-OTS-2202". There are links for "Sign Up", "Contact Us", and "FAQ".

The main navigation bar includes: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, News & Media, and Resources.

The main content area on the left features a section titled "What Happens to Used Tires in Ontario?" with a paragraph explaining the program and a link to "Find out more>". Below this is a link to "Find a Collection Location".

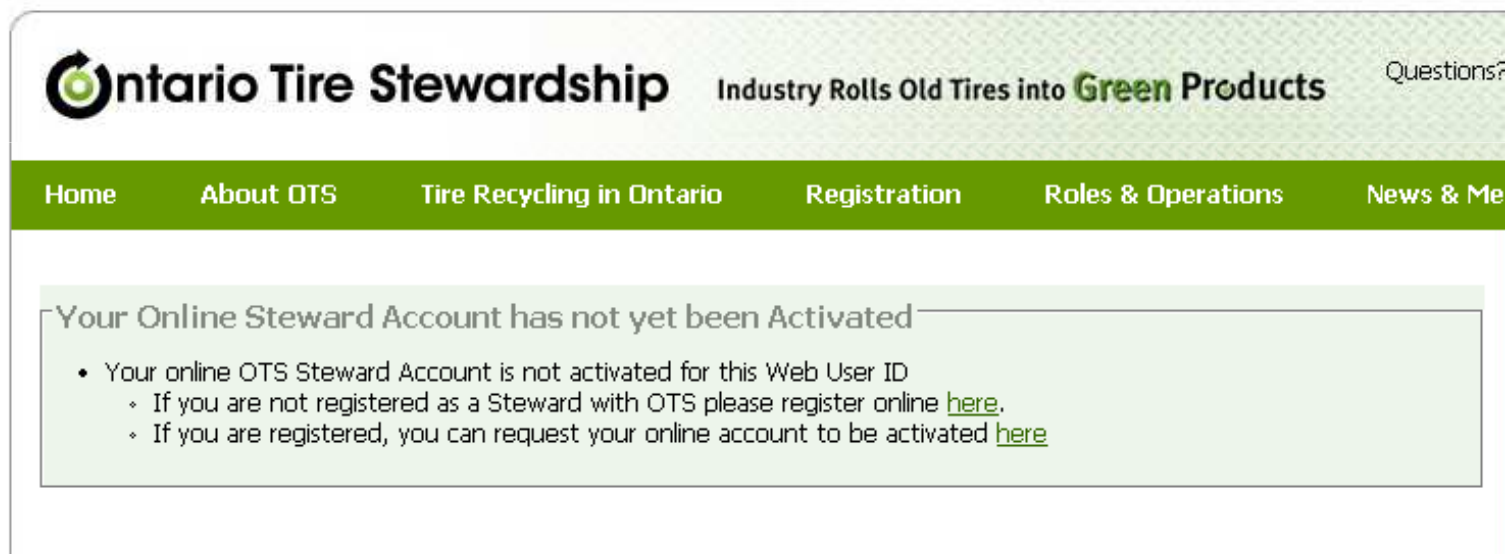
The right-hand side of the page contains a sidebar menu titled "test1" with a list of links. The link "On-line TSF Remittance Form" is highlighted with a red box.

test1

- [My Account](#)
- [On-line Collector Activities](#)
 - [On-line Collector Claim Form](#)
- [On-line Hauler Activities](#)
 - [Download Hauler Claim Form](#)
 - [Upload Hauler Claim Form](#)
- [On-line Processor Activities](#)
 - [Download Processor Claim Form](#)
 - [Processor Claim Form](#)
 - [Upload Processor Claim Form](#)
- [On-line RPM Activities](#)
 - [On-line RPM Claim Form](#)
- [On-line Steward Activities](#)
 - [On-line TSF Remittance Form](#)
 - [Download Operational PDF Forms](#)
- [On-line Registration](#)
 - [Steward Registration](#)
 - [Collector Registration](#)
 - [Hauler Registration](#)
 - [Processor Registration](#)
 - [Recycled Product Manufacturer Registration](#)
- [Download Registration PDF Forms](#)
- [Contact Us](#)
- [Logout](#)

TSF Online Training: Getting Started

- If your online account is active you will automatically proceed to step 6 (on page 12 of this presentation)
- If your online account is not active, you will see the following screen



TSF Online Training: Getting Started

- If you would like to activate your online account click the link as highlighted below



TSF Online Training: Getting Started

- Complete all mandatory fields as was completed at the time of registration
- Press "Submit Request"

The screenshot shows a web application interface for registration. At the top is a green navigation bar with links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Me. Below this is a form titled 'Registrant Information' with a light green background. It contains six input fields arranged in three rows and two columns. The first row has 'Registration Number: *' and 'Registration Name (Operating Name): *'. The second row has 'Contact Name: *' and 'Contact Phone Number: *'. The third row has 'HST Number: *' and 'Postal Code: *'. Below the 'Registrant Information' section is another section titled 'Online Information' with a light green background, containing two input fields: 'Web User ID: *' (with the value '9479') and 'User Email: *' (with the value 'test7@ontariots.ca'). At the bottom left of the form is a green button labeled 'SUBMIT REQUEST'.

Registrant Information	
Registration Number: *	Registration Name (Operating Name): *
<input type="text"/>	<input type="text"/>
Contact Name: *	Contact Phone Number: *
<input type="text"/>	<input type="text"/>
HST Number: *	Postal Code: *
<input type="text"/>	<input type="text"/>

Online Information	
Web User ID: *	User Email: *
<input type="text" value="9479"/>	<input type="text" value="test7@ontariots.ca"/>

SUBMIT REQUEST

Mandatory Fields:

- Registration Number
- Registration Name
- Contact Name
- Contact Number
- HST Number
- Postal Code

TSF Online Training: Getting Started

- Once the form has been submitted the following message will appear
- An OTS representative will be in touch with the main contact on file to confirm the request and related details within 5 business days
- Only after receiving confirmation from OTS will you be able to access your online account



TSF Online Training: Getting Started

- 6) Enter your 7 digit Steward Number (starting with "1") in the appropriate field
- 7) Click "Proceed"



The screenshot shows the Ontario Tire Stewardship website. The header includes the logo, the text "Industry Rolls Old Tires into Green Products", and contact information. A green navigation bar contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, News & Media, and Resources. The main content area is titled "Steward Registration Number Validation" and contains the instruction: "Please, specify the Steward Registration Number you want to be identified by for current session." Below this is a text input field labeled "Steward Registration Number:" and a green "PROCEED" button. A red box highlights the input field and the button. On the right side, there is a sidebar with a "test1" header and a list of links: My Account, On-line Collector Activities (with sub-links for On-line Collector Claim Form), On-line Hauler Activities (with sub-links for Download Hauler Claim Form and Upload Hauler Claim Form), On-line Processor Activities (with sub-links for Download Processor Claim Form, Processor Claim Form, and Upload Processor Claim Form), On-line RPM Activities (with sub-links for On-line RPM Claim Form), On-line Steward Activities (with sub-links for On-line TSF Remittance Form and Download Operational PDF Forms).

TSF Online Remittance: Creating a New Remittance

1. To create a "New Remittance" click on the "Create New Remittance" button from the Summary of Remittance Page



TSF Online Remittance: Creating a New Remittance

The screenshot shows the Ontario Tire Stewardship website interface for creating a new remittance. The header includes the logo and navigation links. The main form is divided into several sections: Registration Information, Remittance Period, Tire Count Details, and Totals. The Registration Information section shows the Registration Number (199999) and Registration Name (Operating Name): O.T.S. STEWARD TEST. The Remittance Period section shows the Month (April) and Year (2011). The Tire Count Details section is a table with columns for Tire Type, # Tires Supplied, TSE Rate, and TSE Due. The Totals section shows Subtotal, GST/HST, Penalties (Pen.), and Total Remittance Payable (TSEs + Tax + Pen.). At the bottom are buttons for PREVIEW and SAVE.

Tire Type	# Tires Supplied	TSE Rate	TSE Due
Passenger & Light Truck Tires [Definition]	<input type="text"/>	\$ =	\$
Medium Truck Tires [Definition]	<input type="text"/>	\$ =	\$
Agricultural Drive and Logger Skidder Tires [Definition]	<input type="text"/>	\$ =	\$
Small and Large Industrial Tires [Definition]	<input type="text"/>	\$ =	\$
Small OTR Tires [Definition]	<input type="text"/>	\$ =	\$
Medium OTR Tires [Definition]	<input type="text"/>	\$ =	\$
Large OTR Tires [Definition]	<input type="text"/>	\$ =	\$
Giant OTR Tires [Definition]	<input type="text"/>	\$ =	\$

Totals	
Subtotal:	\$
GST/HST:	\$
Penalties (Pen.):	\$
Total Remittance Payable (TSEs + Tax + Pen.):	\$

PREVIEW SAVE

- You will be brought to a blank remittance form

NOTE: The Remittance Period will default to the current month (i.e. Today), this may need to be changed depending on the month you are filing.

TSF Online Remittance: Creating a New Remittance

2. Confirm your Steward Registration Number and Operating Name are correct
3. Choose the Remittance Period being entered from the drop down menus (Month and Year)

Ontario Tire Stewardship Industry Rolls Old Tires into Green Products Questions?

Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media

My Claims

Registrant Information

Registration Number: * 1999999

Registration Name (Operating Name): * OTS STEWARD TEST

Remittance Period

Month: * Year: *

April 2011

Tire Count Details

Tire Type:	#Tires Supplied: *	TSF Rate:	TSF Due:
Passenger & Light Truck tires [Definition]	<input type="text"/>	X \$ =	<input type="text"/>

TSF Online Remittance: Completing & Submitting Form

- 1) Enter the number of units by tire type in the form
- 2) Click "Preview" to calculate the values in the "Totals" section as well as the rates by tire type.

The screenshot displays a web form for reporting tire usage. It includes a table for entering units for various tire types, a 'Totals' section for calculating remittance, and buttons for 'PREVIEW' and 'SAVE'.

Tire Type	Units	Rate	Amount
Medium Truck Tires [Definition]	5	\$ =	\$
Agricultural Drive and Logger Skidder tires [Definition]	0	\$ =	\$
Small and Large Industrial tires [Definition]	0	\$ =	\$
Small OTR tires [Definition]	0	\$ =	\$
Medium OTR tires [Definition]	0	\$ =	\$
Large OTR tires [Definition]	0	\$ =	\$
Giant OTR tires [Definition]	0	\$ =	\$

Totals

Subtotal:	\$
GST/HST:	\$
Penalties (Pen.):	\$
Total Remittance Payable (TSFs + Tax + Pen.):	\$

Buttons: PREVIEW, SAVE

Note: The fields where you are reporting "0" supplied tires in the given reporting period cannot be left blank, you must enter "0" as applicable.

Tip: Clicking on "Definition" will display a brief description of the tire type

TSF Online Remittance: Completing & Submitting Form

- 3) Once you have confirmed the data you have input, click the "Save" Button

Passenger & Light Truck tires [Definition]	10 X	\$5.84 =	\$58.40
Medium Truck Tires [Definition]	5 X	\$14.65 =	\$73.25
Agricultural Drive and Logger Skidder tires [Definition]	0 X	\$15.29 =	\$0.00
Small and Large Industrial tires [Definition]	0 X	\$12.51 =	\$0.00
Small OTR tires [Definition]	0 X	\$22.24 =	\$0.00
Medium OTR tires [Definition]	0 X	\$97.30 =	\$0.00
Large OTR tires [Definition]	0 X	\$104.25 =	\$0.00
Giant OTR tires [Definition]	0 X	\$250.20 =	\$0.00
Totals			
Subtotal:			\$131.65
GST/HST:			\$17.11
Penalties (Pen.):			\$0
Total Remittance Payable (TSFs + Tax + Pen.):			\$148.76
<div>PREVIEW</div> <div>SAVE</div>			

TIP: Preview does not save your data, it only presents a preview

Note: Clicking "Save" prior to Preview will save your data as well as calculate the data in the Totals section

TSF Online Remittance: Completing & Submitting Form

- 4) Now that the data is saved, you can either exit and come back at a later date to submit the remittance (must be before the close of the remittance period to avoid penalties), make changes or proceed with the submission

Agricultural Drive and Logger Skidder tires [Definition]	<input type="text"/>	X	\$15.29	=	\$0.00
Small and Large Industrial tires [Definition]	<input type="text"/>	X	\$12.51	=	\$0.00
Small OTR tires [Definition]	<input type="text"/>	X	\$22.24	=	\$0.00
Medium OTR tires [Definition]	<input type="text"/>	X	\$97.30	=	\$0.00
Large OTR tires [Definition]	<input type="text"/>	X	\$104.25	=	\$0.00
Giant OTR tires [Definition]	<input type="text"/>	X	\$250.20	=	\$0.00

Totals	
Subtotal:	\$131.65
GST/HST:	\$17.11
Penalties (Pen.):	\$0.00
Total Remittance Payable (TSFs + Tax + Pen.):	\$148.76

PREVIEW	SAVE	SUBMIT
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- 5) Press "Submit" to continue to file your Remittance data with OTS

TSF Online Remittance: Completing & Submitting Form

- 6) Once you hit submit, you have the option to confirm that the data is accurate and that you wish to submit, or go back and make changes.

Small OTR tires [Definition]	0	X	\$97.90	=	\$0.00
Large OTR tires [Definition]	0	X	\$104.25	=	\$0.00
Giant OTR tires [Definition]	0	X	\$250.20	=	\$0.00

Totals	
Subtotal:	\$131.65
GST/HST:	\$17.11
Penalties (Pen.):	\$0.00
Total Remittance Payable (TSFs + Tax + Pen.):	\$148.76

Confirmation and Submission

☐ I certify that the amounts indicated above are the amounts of the Tire Stewardship Fees that I am required to remit for the reporting period indicated. OTS is entitled to examine my records relating to supply of new tires and remittance of the Tire Stewardship Fees. I understand that payment and a copy of the Remittance Form must be received by OTS prior to the close of the remittance period otherwise penalties and interest may apply.

TSF Online Remittance: Completing & Submitting Form

Example of Change to tire count:

Medium Truck Tires [Definition]	5	X	\$14.65	=	\$73.25
Agricultural Drive and Logger Skidder tires [Definition]	0	X	\$15.29	=	\$0.00
Small and Large Industrial tires [Definition]	0	X	\$12.51	=	\$0.00
Small OTR tires [Definition]	1	X	\$22.24	=	\$0.00
Medium OTR tires [Definition]	0	X	\$97.30	=	\$0.00
Large OTR tires [Definition]	0	X	\$104.25	=	\$0.00
Giant OTR tires [Definition]	0	X	\$250.20	=	\$0.00

Totals	
Subtotal:	\$131.65
GST/HST:	\$17.11
Penalties (Pen.):	\$0.00
Total Remittance Payable (TSFs + Tax + Pen.):	\$148.76

PREVIEW	SAVE	SUBMIT
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Note: after changes have been made click “Save” to recalculate the Totals

TSF Online Remittance; Completing the Form

Example of Change to tire count:

Medium Truck Tires [Definition]	<input type="text" value="5"/>	X	\$14.65	=	\$73.25
Agricultural Drive and Logger Skidder tires [Definition]	<input type="text" value="0"/>	X	\$15.29	=	\$0.00
Small and Large Industrial tires [Definition]	<input type="text" value="0"/>	X	\$12.51	=	\$0.00
Small OTR tires [Definition]	<input type="text" value="1"/>	X	\$22.24	=	\$22.24
Medium OTR tires [Definition]	<input type="text" value="0"/>	X	\$97.30	=	\$0.00
Large OTR tires [Definition]	<input type="text" value="0"/>	X	\$104.25	=	\$0.00
Giant OTR tires [Definition]	<input type="text" value="0"/>	X	\$250.20	=	\$0.00

Totals	
Subtotal:	\$153.89
GST/HST:	\$20.01
Penalties (Pen.):	\$0.00
Total Remittance Payable (TSFs + Tax + Pen.):	\$173.90

PREVIEW	SAVE	SUBMIT
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Once all changes have been made and saved, and new totals calculated, proceed with the submission of the claim by clicking "Submit"

TSF Online Remittance; Completing the Form

- 7) Review all data and read the Confirmation of Submission Statement
- 8) Click the certification box to acknowledge your confirmation of accuracy etc., as per the statement
- 9) To proceed with your submission, click on the "Confirm and Submit" button

The screenshot displays a web form for TFS Online Remittance. It is divided into two main sections: 'Totals' and 'Confirmation and Submission'.

Totals Section:

Subtotal:	\$153.89
GST/HST:	\$20.01
Penalties (Pen.):	\$0.00
Total Remittance Payable (TSFs + Tax + Pen.):	\$173.90

Confirmation and Submission Section:

☒ I certify that the amounts indicated above are the amounts of the Tire Stewardship Fees that I am required to remit for the reporting period indicated. OTS is entitled to examine my records relating to supply of new tires and remittance of the Tire Stewardship Fees. I understand that payment and a copy of the Remittance Form must be received by OTS prior to the close of the remittance period otherwise penalties and interest may apply.

At the bottom of the form, there are two buttons: 'MAKE CHANGES' (grey) and 'CONFIRM AND SUBMIT' (green). The 'CONFIRM AND SUBMIT' button is highlighted with a red box.

Now that your electronic TSF Remittance Data has been submitted, you will see the following screen and the confirmation of submission (refer to next slide for details)

TSF Online Remittance: Hard Copy Submission

- 1) The confirmation of submission page is to be printed and mailed along with payment to OTS at the specified address. Ensure payment matches amount noted on print out.

The screenshot shows the Ontario Tire Stewardship website. The header includes the OTS logo, the tagline "Industry Rolls Old Tires into Green Products", and a "Questions?" link. The navigation bar contains links for Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. Below the navigation bar, the "My Claims" section is highlighted. A large green box contains the following text:

Thank you, OTS has successfully received your online TSF submission.

Please **PRINT** this form and **MAIL** it along with **PAYMENT** (either a cheque or money order made payable to Ontario Tire Stewardship) to the address below prior to the close of the remittance period.

Ontario Tire Stewardship , Attention: TSF Processing Unit
405 The West Mall, Suite 500, Toronto, Ontario, M9C 5K7

Payment and a copy of the Remittance Form must be received by OTS prior to the close of the remittance period otherwise **PENALTIES AND INTEREST MAY APPLY.**

Below this box, there are two sections for registrant information:

Registrant Information

Registration Number:	Registration Name (Operating Name):
1999999	OTS STEWARD TEST

Reference #:

199999904201101

At the bottom, there is a section for the **Remittance Period**.

Note: The TSF Remittance is not considered complete until the Hardcopy form AND accompanying payment has been received by OTS

TSF Online Remittance: Hard Copy Submission

Use the "Print" button located at the bottom of the Confirmation of Submission page to print the form

Small OTR tires [Definition]	1	X	\$22.24	=	\$22.24
Medium OTR tires [Definition]	0	X	\$97.30	=	\$0.00
Large OTR tires [Definition]	0	X	\$104.25	=	\$0.00
Giant OTR tires [Definition]	0	X	\$250.20	=	\$0.00

Totals	
Subtotal:	\$153.89
GST/HST:	\$20.01
Penalties (Pen.):	\$0.00
Total Remittance Payable (TSFs + Tax + Pen.):	\$173.90

PRINT

REMINDER: OTS
Must receive the hard
copy and payment
prior to the close of
the remittance period
to avoid penalties and
interest etc.

TSF Online Remittance: Hard Copy Submission

Example of Printed Form:

The printed form may look slightly different than the example here depending on the internet browser being used

NOTE: Printed forms have a unique reference number on the upper left hand side. This reference number will be used to cross reference the hardcopy form when the arrive at OTS.

OTS recommends that the reference number is written on the accompanying payment.

Ontario Tire Stewardship

Registration Number: 1999999 Registration Name (Operating Name): OTS STEWARD TEST

Reference #: 199999903201101

Remittance Period
Month: March Year: 2011

Tire Count Details

Tire Type:	#Tires Supplied:	TSF Rate:	TSF Due:
Passenger & Light Truck tires [Definition]	1 X	\$5.84 =	\$5.84
Medium Truck Tires [Definition]	2 X	\$14.65 =	\$29.30
Agricultural Drive and Logger Skidder tires [Definition]	4 X	\$15.29 =	\$61.16
Small and Large Industrial tires [Definition]	0 X	\$12.51 =	\$0.00
Small OTR tires [Definition]	0 X	\$22.24 =	\$0.00
Medium OTR tires [Definition]	0 X	\$97.30 =	\$0.00
Large OTR tires [Definition]	0 X	\$104.25 =	\$0.00
Giant OTR tires [Definition]	0 X	\$250.20 =	\$0.00

Totals

Subtotal:	\$96.30
GST/HST:	\$12.52
Penalties (Pen.):	\$9.63
Total Remittance Payable (TSFs + Tax + Pen.):	\$118.45

Where to Remit
A cheque or money order for the total amount should be made payable to Ontario Tire Stewardship, attached to the printed copy of submitted TSF Return, and forwarded to the following address:
**Ontario Tire Stewardship, Attention: TSF Processing Unit
405 The West Mall, Suite 500, Toronto, Ontario, M9C 5K7**

Certification
☒ I certify that the amounts indicated above are the amounts of the Tire Stewardship Fees that I am required to remit for the reporting period indicated. OTS is entitled to examine my records relating to supply of new tires and remittance of the Tire Stewardship Fees. I understand that payment and a copy of the Remittance Form must be received by OTS prior to the close of the remittance period otherwise penalties and interest may apply.
Submission Date: 2011-05-11

TSF Online Remittance: Form Status

- To review your submissions once you have submitted your electronic form and printed off a copy to send to OTS click on the “Online TSF Remittance Form” link

The screenshot shows the Ontario Tire Stewardship website. The header includes the logo, the tagline "Industry Rolls Old Tires into Green Products", and contact information. A green navigation bar contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, News & Media, and Resources. The main content area is titled "My Claims" and displays a confirmation message: "Thank you, OTS has successfully received your online TSF submission." Below this, it instructs users to print the form and mail it with payment to the OTS Processing Unit at 405 The West Mall, Suite 500, Toronto, Ontario, M9C 5K7. It also states that payment and a copy of the Remittance Form must be received by OTS prior to the close of the remittance period, otherwise penalties and interest may apply. Below the message, there are two input fields for "Registrant Information": "Registration Number:" with the value "1999999" and "Registration Name (Operating Name):" with the value "OTS STEWARD TEST". A "Reference #:" field shows the value "199999904201101". On the right side, there is a sidebar menu titled "test1" with a list of links. The link "Online TSF Remittance Form" is highlighted with a red box. Other links include "My Account", "Online Collector Activities", "Online Hauler Activities", "Online Processor Activities", "Online RPM Activities", "Online Registration", "Download Registration PDF Forms", "Contact Us", and "Logout".

Ontario Tire Stewardship Industry Rolls Old Tires into Green Products Questions? Contact us by email, or call 1-888-OTS-2202 Sign Up | Contact Us | FAQ

Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media Resources

My Claims

Thank you, OTS has successfully received your online TSF submission.

Please **PRINT** this form and **MAIL** it along with **PAYMENT** (either a cheque or money order made payable to Ontario Tire Stewardship) to the address below prior to the close of the remittance period.

Ontario Tire Stewardship , Attention: TSF Processing Unit
405 The West Mall, Suite 500, Toronto, Ontario, M9C 5K7

Payment and a copy of the Remittance Form must be received by OTS prior to the close of the remittance period otherwise **PENALTIES AND INTEREST MAY APPLY.**

Registrant Information

Registration Number: 1999999 Registration Name (Operating Name): OTS STEWARD TEST

Reference #:
199999904201101

test1

- My Account
- Online Collector Activities
 - Online Collector Claim Form
- Online Hauler Activities
 - Download Hauler Claim Form
 - Upload Hauler Claim Form
- Online Processor Activities
 - Download Processor Claim Form
 - Processor Claim Form
 - Upload Processor Claim Form
- Online RPM Activities
 - Online RPM Claim Form
- Online TSF Remittance Form
- Download Operational PDF Forms
- Online Registration
 - Steward Registration
 - Collector Registration
 - Hauler Registration
 - Processor Registration
 - Recycled Product Manufacturer Registration
- Download Registration PDF Forms
- Contact Us
- Logout

TSF Online Remittance: Form Status

- Enter your 7 digit Steward Number and click "Proceed"



The screenshot shows the Ontario Tire Stewardship website. The header includes the logo and the text "Industry Rolls Old Tires into Green Products". A navigation bar contains links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Media. The main content area is titled "Steward Registration Number Validation" and contains the instruction: "Please, specify the Steward Registration Number you want to be identified by for current session." Below this is a text input field labeled "Steward Registration Number:" and a green button labeled "PROCEED". A red rectangular box highlights the input field and the "PROCEED" button.

TSF Online Remittance: Form Status

- You will be able to see a summary of the remittances previously submitted
- Remittances that have been submitted will have a submission date and you will only be able to view the details of the submission (i.e. Data can not be altered) by clicking the "View" link
- If there is an error in the remittance contact OTS immediately as the remittance can be reversed as long as it has not yet been finalized/approved



Ontario Tire Stewardship Industry Rolls Old Tires into Green Products Questions?					
Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media					
Create New Remittance					
Remittance Period	Penalties	Subtotal	Total Remittance Payable	Status	Submission Date
April 2011	\$0	\$153.89	\$173.90	Under Review	2011-05-11 View

TSF Online Remittance: Form Status

- There are 3 possible statuses of an Online Remittance:
 - 1) “New”: Remittances that have been created and saved by the Steward but have not yet been submitted electronically to OTS. These remittances will not have a submission date but will have an “Edit” option
 - 2) “Under Review”: Remittances that have been submitted electronically to OTS, for which OTS has not finalized/approved the remittance (typically indicative that OTS has not yet received the accompanying hard copy and/or payment. These claims will have a submission date and a “View” only option and can be reversed
 - 3) “Approved”: Remittances that have been fully received by OTS and finalized in the system. These remittances will have a submission date and a “View” only option; Approved remittances can not be reversed.

TSF Online Remittance: Form Status

Examples of Remittance Statuses:



Ontario Tire Stewardship Industry Rolls Old Tires into Green Products Questions?

Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media

[Create New Remittance](#)

Remittance Period	Penalties	Subtotal	Total Remittance Payable	Status	Submission Date	
April 2011	\$0	\$153.89	\$173.90	Under Review	2011-05-11	View
March 2011	\$9.63	\$96.30	\$118.45	Approved	2011-05-11	View
May 2011	\$0	\$175.50	\$198.32	New	N/A	Edit

TSF Online Remittance: Late Remittance Submission

- If a Steward submits a remittance online after the close of the remittance period, the same process is to be followed for filing an on time remittance however penalties will automatically be applied and due to OTS in addition to the remittance payment.

Medium OTR tires [Definition]	0 X	\$97.30 =	\$0.00
Large OTR tires [Definition]	0 X	\$104.25 =	\$0.00
Giant OTR tires [Definition]	0 X	\$250.20 =	\$0.00

Totals:	
Subtotal:	\$96.30
GST/HST:	\$12.52
Penalties (Pen.):	\$9.63
Total Remittance Payable (TSFs + Tax + Pen.):	\$118.45

Confirmation and Submission	
<input checked="" type="checkbox"/> I certify that the amounts indicated above are the amounts of the Tire Stewardship Fees that I am required to remit for the reporting period indicated. OTS is entitled to examine my records relating to supply of new tires and remittance of the Tire Stewardship Fees. I understand that payment and a copy of the Remittance Form must be received by OTS prior to the close of the remittance period otherwise penalties and interest may apply.	
MAKE CHANGES	CONFIRM AND SUBMIT

TSF Online Remittance: Saved not Submitted

- Some Stewards may choose to save their remittance but not fully submit it electronically until a later date (status will be listed as "New")
- Stewards choosing this option must go back in to fully submit the claim (confirm submission and submit hardcopies and payment to OTS) prior the close of the remittance period to avoid penalties and interest



Ontario Tire Stewardship Industry Rolls Old Tires into Green Products Question						
Home About OTS Tire Recycling in Ontario Registration Roles & Operations News & Media						
Create New Remittance						
Remittance Period	Penalties	Subtotal	Total Remittance Payable	Status	Submission Date	
April 2011	\$0	\$153.89	\$173.90	Under Review	2011-05-11	View
March 2011	\$9.63	\$96.30	\$118.45	Under Review	2011-05-11	View
May 2011	\$0	\$175.50	\$198.32	New	N/A	Edit

TSF Online Remittance: Reversal of Remittance

- From time to time either OTS may contact a Steward and reverse a submission, or the Steward will request that a submission be reversed (if the submission has not be finalized/approved OTS may allow the Steward to reverse their submission)
- Reversed Remittances will go from a status of "Under Review" to "New" and the submission date will be deleted



The screenshot shows the Ontario Tire Stewardship website interface. At the top, there is a header with the OTS logo, the text "Industry Rolls Old Tires into Green Products", and a "Question" link. Below this is a green navigation bar with links: Home, About OTS, Tire Recycling in Ontario, Registration, Roles & Operations, and News & Events. Under the navigation bar, there is a link "Create New Remittance". The main content area features a table with the following columns: Remittance Period, Penalties, Subtotal, Total Remittance Payable, Status, Submission Date, and an action column with "Edit" or "View" links. The table contains three rows of data: April 2011 (Status: New), March 2011 (Status: Approved), and May 2011 (Status: New). The April 2011 row is highlighted with a red border.

Remittance Period	Penalties	Subtotal	Total Remittance Payable	Status	Submission Date	
April 2011	\$0	\$153.89	\$173.90	New	N/A	Edit
March 2011	\$9.63	\$96.30	\$118.45	Approved	2011-05-11	View
May 2011	\$0	\$175.50	\$198.32	New	N/A	Edit

TSF Online Remittance: Reversal of Remittance

- Once the Steward has corrected the Remittance that was reversed, the submission process must be completed as outlined in previous slides
- The submission will revert to “Under Review” and the new submission date will be populated

TSF Online Remittance: IMPORTANT REMINDER

Please note that remittances submitted prior to the close of the remittance period but where the hard copy and accompanying payment are NOT received prior to the close of the remittance period may be subject to applicable penalties/interest.

TSF Online Remittance: Summary

Summary of Presentation:

1. Introduction to Online TSF Remittance
2. Getting Started with the Online Remittance Submission
3. Creating a New Remittance
4. Completing & Submitting the Form
5. Hardcopy Submission
6. Form Status
7. Late Remittances
8. Forms Saved but Not Yet Submitted
9. Reversals of Remittances
10. Important Reminder
11. Questions

TSF Online Remittance: Questions?

- Stewards with questions not covered in this presentation or those requiring additional information on the online system should contact OTS at:

Telephone: 1-888-687-2202

Email: Steward@ontariots.ca

Ontario Tire Stewardship; Steward Training Online TSF Remittances