



PDF Fillable Form: Tire Recycling Fees – Remittance Form Instructions

NOTE: SAVE THE FORM TO YOUR COMPUTER FIRST BEFORE MAKING CHANGES

General Navigation

- Use the Tab key to move from field to field

Clear Form Button

- Use this button to clear all fields from the form, with the exception of Registrant Name, Email, Mailing Address, TSS Registration Number, Telephone and Contact.
- This allows you to save the form, clear it and enter the new reporting period information.
- This button does not print on the form when printed.

Registrant Name (mandatory)

- Enter the business name you most commonly use when dealing with Tire Stewardship of Sask

Email (optional)

- Enter an email address

Mailing Address (mandatory)

- Enter the address of your business. Use <Enter> to move to the next line

TSS Registration Number (mandatory)

- This is your 6-8 character TSS Registration Number

Telephone (mandatory)

- Enter the 10 digits of your phone number including the area code. Do not enter anything other than the 10 digits

Contact (mandatory)

- Enter a general contact name we can use should we need to follow up with you

Reporting Period (mandatory)

- Select any day within the month from the calendar that pops up. The start date and end date are typically the same as it is usually a monthly period. In some cases, the reporting period may span more than one month, in which case you select the first month of the period and the last month of the period.

Tire Sales (if reporting a NIL return, do not enter any numbers)

- Enter in the “# of Tires” column, your sales for the period
- The form will calculate the totals.
- **Alternative to sending in a NIL return is to contact TSS directly (phone or email) indicating you have no sales for the specific reporting period)**



Other

- If your remittance form includes a previous over/under payment, interest etc, enter descriptive text in the box and the dollar value in the Payable column (either a positive or negative amount)

Authorized Signature

- Only required if printing the form, then emailing, mailing or faxing the form into the office

Print Name (mandatory)

- Enter the name of the person authorizing this form.

Date (mandatory)

- Pick from the calendar popup, the date on which this form was completed.

Payment Method (mandatory)

- Select from the drop down list the method used to pay this remittance.

Email to TSS Button

- If the form is complete, click this button if you want to email it directly from the form. This works with Outlook but may not always work depending upon your internet email service.

Should your business be under going changes, please fill out the bottom of the second page prior to submitting to TSS.