



Instructions for Completing the Solid Waste Management Fee Report

Please fill in every blank. If you have no activity in a category, please complete it by entering a zero (0).

Reporting Month and Company Information

Please enter your account number for remitting Management Fees. It is the same as your account number for tipping fee billing at Hennepin County facilities.

Write the year and the month for which the information is being reported. The Management Fee remittance should be figured for a complete calendar month.

Write the name of your company that is licensed by Hennepin County and for which this report is being prepared.

Hennepin County Collection & Disposal Service Information

- 1) Enter the number of mixed municipal solid waste (MSW) customers that your business provided service to during the reporting month. Report both residential and nonresidential customers in the appropriate blanks.
- 2) Enter the amount that was billed to residential and nonresidential MSW customers for MSW service during the reporting month. This amount should not include Solid Waste Management Fees, non-MSW charges, sales tax, or any other tax or fee.
- 3) Enter the amount of receipts from both residential and nonresidential MSW customers for MSW service during the reporting month. Do not include Solid Waste Management Fees, non-MSW charges, sales tax, or any other tax or fee.
- 4) Report in tons the amount of MSW collected in Hennepin County and delivered to landfills, transfer stations, or processing facilities that are **not** part of the Hennepin County System.

Computation of the Management Fee

- 5) If you are remitting the Management Fee on a cash basis, enter the amount of receipts for both residential and nonresidential customers as reported in item (3). If you are using an accrual basis, enter the amount of billings for as reported in item (2) for both residential and nonresidential customers.
- 6) Multiply the amounts entered for item (5) by 9% (.09) to calculate **residential** Management Fees and by 14.5% (.145) to calculate **nonresidential** Management Fees.
- 7) Add residential and nonresidential Management Fees and enter the total amount of Management Fees to be remitted on this line.
- 8) Record any late payment penalties for any Management Fees that were received from customers prior to the month being reported that were not remitted to the County by the due date. Multiply the amount of the late fees by 1.5% (.015) for each month that the Management Fees are late.
- 9) Add the amounts from lines (7) and (8) and record the amount on this line.

Please sign and date the form. The form should be signed by the individual responsible for remitting the Solid Waste Management Fees to the County.

**HENNEPIN COUNTY ENVIRONMENTAL SERVICES
SOLID WASTE MANAGEMENT FEE REPORT**

Account Number _____ Year _____ Month _____

Company Name _____

Hennepin County Collection & Disposal Service Information

	(1) Number of <u>MSW Accounts</u>	(2) Amount of <u>MSW Billings</u>	(3) Amount of <u>MSW Receipts</u>
Residential	_____	_____	_____
Nonresidential	_____	_____	_____

(4) Amount of MSW (in tons) delivered outside of the Hennepin County System _____

Computation of the Management Fee

	(5) MSW Receipts <u>*OR* Billings</u>		(6) Management Fees <u>Remitted</u>
Residential	_____	X 9% (.09)	_____
Nonresidential	_____	X 14.5% (.145)	_____
(7) Total Management Fees Remitted Due by the 20th			_____
(8) Late Payment Penalty of 1.5% per month			_____
(9) Total Management Fees and Penalties Remitted			=====

I declare that the information contained in this report is accurate and complete to the best of my knowledge and belief.

Signature _____

Date _____

Title _____

Phone _____

Please make Check Payable to Hennepin County Treasurer and remit this form and payment to:



If you have any questions please call (612) 348-5889