



**Department of
Environmental
Conservation**

Registration Number _____
Invoice Number _____
Invoice Date _____

E-waste Program Annual Reporting Fee Invoice

Environmental Conservation Law (ECL) Article 27, Title 26, Section 27-2617(3) provides that all manufacturers subject to regulation under the NYS Electronic Equipment Recycling and Reuse Act (Act), are required to submit an annual reporting fee of \$3,000.00 to this Department.

Remittance must be received by **March 1st** annually to avoid penalty charges. ECL Article 71, Title 27, Section 71-2729(1)(c)(i) sets forth that any manufacturer who fails to submit any fee to the Department as required by the Act, shall be liable for a civil penalty not to exceed \$1,000.00 for each day such fee is not submitted.

PLEASE NOTE: Manufacturers must also submit an annual report by March 1st for the prior program year's activities using the Department's E-waste Online Registration & Reporting System, available at: <https://connect.re-trac.com/registration/nys-dec-program>. If you have any questions regarding the online system or the Act's requirements, you may call the NYS E-waste Team at (518) 402-8706, or send an e-mail to ewaste@dec.ny.gov.

ONLINE PAYMENT NOW AVAILABLE!

Instructions for viewing your invoices on-line and paying electronically can be found at: www.dec.ny.gov/about/61016.html

Note: If you choose to pay your invoice electronically, you will be assessed an additional convenience fee. This convenience fee is in addition to your annual reporting fee and will appear as a separate line charge on your credit card statement.

If you choose **not** to pay online, checks should be made payable to:

NYS Department of Environmental
Conservation
Division of Management & Budget, 10th Floor
625 Broadway
Albany, NY 12233-4900

Please include the bottom portion of this invoice along with your check payment in US dollars (USD).

Questions regarding payment of the invoice should be directed to the Bureau of Revenue Accounting at (518) 402-9365, or e-mailed to revenue@dec.ny.gov.

Registration Number	Billing Year	Description	Amount Due
#####	2017	2016 E-waste Program Annual Reporting Fee	\$3,000.00

Payment Due Date	3/01/2017
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=====TEAR HERE=====

Registration Number: #####
Invoice Number: #####
Invoice Date: __/__/____

Amount Enclosed: _____
Check Number: _____

Bill to:
Manufacturer
Address

Remit to: NYS Department of Environmental Conservation Division of Management & Budget, 10th Floor 625 Broadway Albany, NY 12233-4900
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