

# Instructions for Completing the Waste-to-Energy Service Charge Report

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

Write the month and the year for which the information is being reported. This should be the month and year you billed/invoiced your customer. The Fee remittance should be figured for a complete calendar month.

## County Collection and Disposal Service Information.

1. Enter the number of mixed municipal solid waste (MSW) customers that your business provided service to in Dodge County during the reporting month.
2. Enter the amount that was billed to MSW customers for Municipal Solid Waste services during the reporting month. This amount should not include Waste-to-Energy Service Charges, non-MSW charges, sales tax or any other tax or fee.
3. To calculate the Charges, multiply the amounts by 28% to get the amount of the Waste-to-Energy Service Charge for each. Starting with billing for January of 2023 – this rate will increase to 28%. If you didn't bill the Service Charge and you should have, you are still responsible for paying the service charge.
4. Use line 2 for Service Charge received directly from a city from a city contract, billed amount for bag sales, etc. Include a description on the line.

TOTALS: Add the column totals from lines 1 and 2. The total MSW Billings should equal all Municipal Solid Waste Services billed to your customers, supportable by your billing file and invoices. Twenty eight percent (28%) of this amount is the amount due to Dodge County. The rate is increasing to 28% starting with January 2023 billings. **Remittance is due by the last day of the month following billing.** (Example: March billing due by April 30).

Please sign and date the form. The form should be signed by the individual responsible for remitting the Service Charges to the County. Remit payment along with the report to Dodge County Environmental Services, 721 Main St N, Dept 391 Mantorville, MN 55955. Payments received after the due date may be subject to a late payment penalty in the amount of one-half of one percent (0.5%) per month, or the maximum interest rate allowed by law. The late payment fee shall be calculated from the date the Service Charge should have been billed.



## Environmental Services

721 Main St N Dept. 391  
Mantorville, MN 55955  
(507) 635-6273  
[www.co.dodge.mn.us](http://www.co.dodge.mn.us)

### Dodge County Hauler Collected Waste-to-Energy Service Charge

Date of Billing \_\_\_\_\_  
Month(s) Billed for \_\_\_\_\_

All numbers must be reported on the act of billing or invoicing in accordance with Section 3.04 of the Solid Waste Ordinance No. 6.

	<u>Number of MSW Accounts</u>	<u>Amount of MSW Billings</u>	<u>Service Charge Remitted</u>
1. Residential & Commercial	_____	\$ _____ x .28 = \$ _____	_____
2. Other _____	_____	\$ _____ x .28 = \$ _____	_____
<b>TOTAL</b>	_____	_____	_____

MSW Billings are defined as:

All pretax charges related to (\*)Municipal Solid Waste Services, including but not limited to fuel surcharges and container rental fees, placed on the invoice, bill, statement, or any other means employed by the Hauler to collect revenue from the customer for Hauler Services. This form should not include uncollectable account adjustments.

**To request refund of unpaid service charges, use the “Refund Request for Unpaid Dodge County Waste-to Energy Service Charge” form.**

I declare that the information contained in this report is accurate and complete to the best of my knowledge. The information above does not include non-billed adjustments such as unpaid county service charges.

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Company Name Phone Number

**Payment and report are due the last day of the month following the month the service charge was billed.**

**Mail to:**  
Dodge County Environmental Services  
721 Main St N Dept 391  
Mantorville MN 55955

**Questions, Comments, or Concerns contact:**  
Rita Cole  
507-635-6273  
[Rita.cole@co.dodge.mn.us](mailto:Rita.cole@co.dodge.mn.us)

(\*)Municipal Solid Waste Services means Collection, Transportation, Processing, or Disposal of Municipal Solid Waste generated in the County, including but not limited to regularly scheduled service, on-call service, one-time service, rental and other use of equipment such as Solid Waste containers, compactors, compactor boxes, and the like, and any other service that involves or facilitates Collection, Transportation, Processing, or Disposal of Solid Waste materials as Municipal Solid Waste. It does not include the sale of equipment used for the Collection, Transportation, Processing, or Disposal of Municipal Solid Waste. It does not include Collection, Transportation, or management of recyclable materials, yard waste, food waste, source separated compostable materials, problem materials, or other waste materials when these materials are segregated by the Generator for the purpose of Recycling or Composting and are delivered to a Recycling Facility or Compost Facility, or the sale, rental, or other use of equipment necessary to facilitate Collection, transportation, or management of these materials.