

Instructions for Completing CalRecycle 196

I. Approved Recycler

- Federal Employer Identification Number: Enter entity's Federal Employer (Tax) Identification Number or Social Security Number. This must be the same number indicated on the Payee Data Record on file with CalRecycle.
- CEWID Number: Enter CEWID number assigned by CalRecycle.
- Recycler Name: The name of Recycler. Only an Approved Recycler can make a claim to CalRecycle's CEW Payment Program.
- Payee Mailing Address: The address where payment should be sent (mailing address must be the same address indicated on the Payee Data Record on file with CalRecycle).
- Contact Name, Telephone Number, and Contact E-Mail Address: Enter the name, phone number, and email address of the person to be contacted for questions regarding payment claims.
- Reporting Month/Year: Enter the Reporting Month and the year for the payment claim (Reporting Month is defined in regulations).

II. Payment Claimed for Cancelled Covered Electronic Wastes (CEWs)

- Enter on each line the applicable amount to determine the total amount claimed for payment. The Standard Statewide Combined Recovery and Recycling Payment Rates are found in Title 14 of the California Code of Regulations (CCR) § 18660.34.

III. Required Supporting Documentation Attached

Check boxes to indicate all required supporting documentation is attached to claim.

- Collection Logs (CalRecycle 198 or equivalent) – Includes collection dates, California source names and addresses, type/category of California source, description of collection activities, estimated weights and unit counts, list of Approved Collectors with CEWID number, and list of handlers. All claimed CEWs must have source documentation that is included on a collection log or source anonymous collection log, including those transferred as part of Proof of Designation.
- Source Anonymous Logs (CalRecycle 198SA or equivalent) – Includes dates, contacts, incident locations, incident types, estimated weights, and unit counts.
- Proof of Designations (CalRecycle 184 or equivalent) – Designated by a California local government to provide CEW collection services on their behalf.
- Transfer Receipts (CalRecycle 197 or equivalent) – Includes dates of transfer, Approved Collectors with CEWID number, Approved Recycler with CEWID number, certified weights of CEWs transferred, unit counts, description of activities, description of quantity discrepancies, and California source declaration and weight verification signed by Approved Collector and Approved Recycler.
- Cancellation Records/Processing Log (Page 3 of CalRecycle 196A and/or CalRecycle 196B, or equivalents) – Includes dates, unit counts, weights, and cancellation method for all CEWs cancelled.
- Weight Certificates – Includes legend, certificate numbers, addresses, dates, unit counts, commodity and tare weights, weighmaster signatures, and vehicle identification

for all CEWs transferred (as noted on Transfer Receipts/CalRecycle 197) and for all treatment residuals shipped.

- Shipping Records – Includes weight certificates, packing lists, bills of lading, manifests, destination receipts (see bullet below), and invoices and payments showing shipment dates, quantities and material types, and full names and addresses of shipping services (including information on other buyers/transferees and destination names and addresses).
- Destination(s) Receipts – Includes all shipping records with the identification and description of initial destinations authorized to receive and further treat or legally dispose of (ultimate disposition) all treatment residuals derived from cancelled CEWs.

IV. Declarations and Signatures

- This payment claim must be signed by the person authorized as indicated on the Application for Approval (CalRecycle 186). By signing this claim, the authorized person binds the entity and represents that he/she has verified the information presented to be true and correct. The signature must be an original. No rubber stamps, facsimiles or electronic signatures are allowed.

Please Note

- The deadline for submitting a payment claim is on or before the 45th day following the end of the Reporting Month.
- CalRecycle may deny, adjust or reject the payment claim if any of the submitted documentation is not true, not correct, or fails to comply with the requirements defined in the Title 14, CCR § 18660.22.

Mail all CEW recycling payment claims and related correspondence to:

Department of Resources Recycling and Recovery (CalRecycle)
Accounting Office – Covered Electronic Waste Recycling Program Claim Enclosed
1001 I Street, MS #19A
Sacramento, CA 95814