

Ontario Tire Steward/OTS Operational Training

Collection Allowance Filing Session



Collection Allowance (CA) Payment

- Registered Collectors are eligible for Collection Allowance on applicable tires (i.e. Tires Collected from Ontario Residents on or after September 1st 2009)
- Collectors can file claims reports using www.ontarioTS.ca
- Collectors will report on the types and quantity of tires they collect
- Collectors will not be required to submit the supporting hardcopy forms(eg: TCR/DOT'S) unless requested by OTS, but must retain copies for 7 years and produce the documents on request by OTS.

Collectors

Submission Timelines

- Collectors will submit claims 4 times in a calendar year.
- The quarterly claim periods include 3 months and are as follows:
 1. January to March – submission starts from April to June
 2. April to June - submission starts from July to Sept
 3. July to September - submission starts from Oct to Dec
 4. October to December – submission starts from Jan to Mar
- Collectors can not submit claims after the last day of the claim period is closed.
- Submissions must be received no later than 3 months following the end of the claim period or the incentives **will not be paid**.
- If a claim is submitted and the Collector forgot forms, they must call or e-mail OTS to request an adjustment. A 35% penalty will be applied to the net adjusted amount.

BEFORE WE START:

Pre-Program Tires:

Are any tires that were collected/generated on or before August 31st 2009. These tires may only flow into the program by way of approved Special Tire Collection projects.

Pre-Program tires **do not attract:**

- A Collection Allowance
- Transportation Incentive
- Processing Incentives
- Manufacturing Incentives

Pre-Program tires are not to be manifested on any OTS form with the exception of those picked up as part of an approved STC Event (eg: one time pick for a residential farm).




Program Tires Collected/Generated by Unregistered Sources: Are tires that were collected/generated on or after September 1st 2009 by Unregistered Sources. These tires are to be manifested on OTS forms, specifically on an Unregistered Collection Receipt Form (UCR Form).

Pre-Program Tires

Sept. 1 st 2009		Registration Date	
No OTS Forms	UCR Forms	TCR Forms	
Pre-Program Tires	Program Tires from	Program Tires	
(NO CA)	Unregistered Sources	From Registered	
	(No CA)	Source	

(CA on Collected Tires
only, no CA on
Generated Tires)

Eligibility for Collection Allowance and Free Pick Up

Classification of the Used Tire	Collection Site Relationship to Vehicle	Status of Collection Site	Collection Allowance	Free Pick Up
Generated	Self-owned vehicle or equipment	Registered collection site		
Collected	Different party owns the vehicle or equipment	Registered collection site		

- Used tires that meet the conditions of the program can be classified as “generated” or “collected” tires.
- Generated tires are eligible for free pick up at a collection site but not the Collection Allowance.
- Collected tires are eligible for both the Collection Allowance and free pick up at the collection site.
- Organizations may produce both generated and receive collected tires but must be documented on separate TCR forms.
- Registered Collectors must indicate on the Tire Collection Receipt (TCR) forms the classification of tires as generated or collected tires.

Eligibility For Auto Wreckers, Auto Dismantlers or Scrap Yards



- Auto Recyclers, Scrap Yards , Auto Wreckers etc, are able to apply to be Collectors under the Used Tire Program Plan.
- Tires Collected from passenger cars and farm equipment received/purchased from Ontario residents will be eligible for both free pick up and Collection Allowances.
- Tires Collected from commercial equipment that have been received/purchased by a Auto Recycler, Scrap Yard or Auto Wrecker (or any other firm who takes legal possession of the vehicle) are only eligible for free pick up, these tires do not attract a Collection Allowance

Eligibility For Auto Wreckers, Auto Dismantlers or Scrap Yards

- OTS recognizes that there are two different situations where an auto recycler or scrap yard may acquire vehicles or equipment, from private individuals where the vehicle is for personal use, and from businesses or individuals where the vehicle or equipment was used for commercial purposes.

- In order to be eligible for payment of a Collection Allowance tires from vehicles or equipment (e.g. tractor trailers) must be from a non-commercial source.

- In the case that these tires (e.g. tractor trailers/ industrial equipment ,aka MT/OTR) collected are from a non-commercial source the Collector must provided OTS with a log that indicates which individual dropped off the tires, a contact number and the amount of tires they dropped off(an example of this can be found on the OTS website)

<https://www.ontariots.ca/?q=RolesOpsCollectors> *sample tire collection log*

On To Filing A Claim

CA Claims online involve the following activities

Accessing collection allowance claim form

- Requires login ID and password
- Access form through www.ontarioTS.ca

(If you have not yet submitted a claim then create a login ID and password to do so)

Completing electronic Collection Allowance Claim

- Enter information from TCR and DOT forms
- Report on reused tires

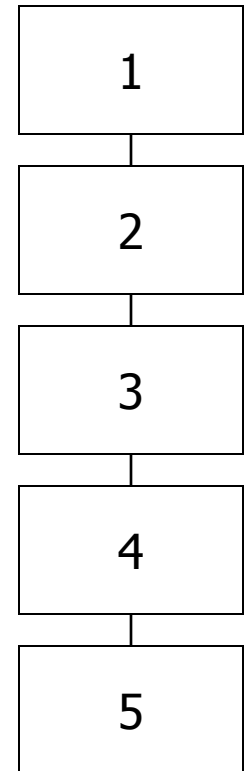
Submitting electronic Collection Allowance Claim

- Print a summary copy for your records
- Submit to OTS for processing.

Overview of Steps required to submit a CA claim

Must access the collection claim form by secure log-in to the OTS Website and navigating to On-line Collector Claim form

- 1) Fill in Collector information and period details. Proceed using next page button when complete.
- 2) Enter TCR and DOT form information. Use the "Add Next From" button to save form information entered. Ensure to enter the information from all forms completed during the period. Proceed using next page button when complete.
- 3) Complete the reused tire report. Proceed using next page button when complete.
- 4) Review the summary page, review certification statements and print the summary page for your records. Click "Submit Claim" button if the period has closed and the claim is complete.
- 5) Click "Confirm Submission"



Filing a CA Claim

Ontario Tire Stewardship Industry Rolls Old Tires into Green Products

Questions? Contact us [by email](#), or call 1-888-OTS-2202

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Ontario Tire Stewardship (OTS) is an Industry Funding Organization (IFO) incorporated under Ontario's Waste Diversion Act, to implement and operate the Used Tires Program. This province-wide scrap tire recycling program for On-road and Off-road tires supplied into the Ontario market will divert scrap tires away from burning and landfilling to 3Rs (Reduce, Reuse, Recycle) processing and uses. Launched on September 1, 2009... [Find out more>](#)

What Happens to Used Tires in Ontario?

Whether piled up at your local service station, abandoned along a road or neatly tucked into a corner of your garage, used tires are all around Ontario. Some find their way to a recycler who will make new green products such as playground surfaces or patio tiles, but many others end up in landfill, or are sent to be burned for fuel in a cement kiln or power plant. The Ontario Used Tires Program will change all of this for the better... [Find out more>](#)

[Find a Collection Location](#) Find a location near you to drop off your used tires.

Are you a Registered Program Participant?

[Click here](#) for operational information and resources specific to your role.

Latest Program Updates / Links

- September / October operational webinars now closed. View presentations and listen to [recordings](#) from any sessions you may have missed.
- Stewards:**
 - See our updated [OTR rates and OTR rate notice update](#)
- Haulers:**
 - Updated Surplus Adhoc Transportation Incentives rates effective as of October 1, 2009. View our updated Incentive [chart](#)
 - October Hauler Claim form now available
- Processors:**
 - Updated [rate table](#) with detailed breakdown of TDP rates by type
 - October Processor Claim form now available

Already signed up or an existing user?

[Log in](#)

[Forgot your password?](#)

Creating an Online Registration / Operational Account with OTS

By signing up for an OTS account, you will be able to quickly register your organization online and take advantage of our online resources and online submission forms.

To start the registration process for your organization or access our online operational forms, you will need to first sign up as a new user. In order to do this we will need you to provide an email address. At sign-up, you will also be asked to create your unique user ID. Once signed up as a new user, an email will be sent to your email address with instructions on how to begin.

SIGN UP

Quick Links

[Rules for Stewards](#)

[Find a Collection Location](#)

[Registered Stewards, Collectors, Haulers, Processors](#)

Internet | Protected Mode: On

Start at the
OTS
Homepage at
www.ontariots.ca and click
on Log in

Filing a CA Claim

Ontario Tire Stewardship Industry Rolls Old Tires into **Green** Products

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[Create new account](#) [Log in](#) [Request new password](#)

Username: *

 Enter your Ontario Tire Stewardship username.

Password: *

 Enter the password that accompanies your username.

[Log in](#)

Quick Links

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[Collector Claims Training](#)

[OTS Newsletters](#)

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To read PDF files download and install Adobe Acrobat Reader, available [here](#).

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Enter your Username and Password

Note: if you have not created a username and password. Please refer to registration information session presentation (link-
<https://www.ontariots.ca/?q=RegistrationALL>)

Filing a CA Claim



Industry Rolls Old Tires into **Green Products**

Questions? Contact us [by email](#), or call 1-888-OTS-2202

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What Happens to Used Tires in Ontario?

Whether piled up at your local service station, abandoned along a road or neatly tucked into a corner of your garage, used tires are all around Ontario. Some find their way to a recycler who will make new green products such as playground surfaces or patio tiles, but many others end up in landfill, or are sent to be burned for fuel in a cement kiln or power plant. The Ontario Used Tires Program will change all of this for the better... [Find out more>](#)



[Find a Collection Location](#) Find a location near you to drop off your used tires.

Are you a Registered Program Participant?

[Click here](#) for operational information and resources specific to your role.

Latest Program Updates / Links

Collectors:

OTS would like to remind all registered Collectors that the deadline for submitting Collection Allowance Claims for the October-December 2010 period is March 31st 2011 at 11:59pm. Claims will not be accepted for processing after the deadline. Collectors, who have not finalized their claim must log into their account at [www.ontariots.ca](#) and fully submit the claim prior to the deadline.

- [OTS Sub-Collector Program](#)
- [Pre-Program Tires](#)

Information is available to differentiate between collectors and generators. For more information please [click here](#)

Stewards:

- See our updated [OTR rates and OTR rate notice update](#)

Haulers:

CSR_ID

- [My Account](#)
- [On-line Collector Activities](#)
 - [On-line Collector Claim Form](#)
- [On-line Hauler Activities](#)
 - [Download Hauler Claim Form](#)
 - [Upload Hauler Claim Form](#)
- [On-line Processor Activities](#)
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[Frequently Asked Questions \(FAQ\)](#)

Once you have logged into your account press the "Online Collector Claim Form" link to continue submission of Claim.

Step 1 - Filing a CA Claim

Home	About OTS	Tire Recycling in Ontario	Registration	Roles & Operations	News & Media	Resources
<div> <div> Enter your Registration Number: * <input type="text" value="2999999"/> <input type="button" value="Search"/> </div> <div>  </div> </div>						
<h3>Notice to All Collectors re: Claim Adjustments 2011 Update</h3> <p>In response to Collector concerns regarding the ability to adjust Claims submitted within the filing deadline but which may have not have accurately characterized the quantities of eligible program tires collected during the Claim period, OTS will allow Collectors to request Collector Claims adjustments.</p> <p>Only Collectors that have identified themselves to OTS as requiring this ability, who have filed a Claim for the period for which they are requesting the ability to make adjustments and request the adjustment prior to the close of that period will be eligible to utilize this functionality. Collectors who have not filed a Claim for a given period or who request an adjustment to a closed period will not be able to use this functionality to file a new Claim.</p> <p>Due to the increasing number of Collectors who are identifying themselves as having filed an incomplete or inaccurate claim OTS is experiencing significant additional administrative and system challenges managing these cases. Effective immediately OTS is implementing the following policy applying to adjustments:</p> <p>All adjustments made to Collector Claims for a 2011 claim period may be subject to a 35% administrative penalty on the net adjustment.</p> <p>Adjustment requests for September 2009-September 2010 periods are no longer being accepted.</p> <p>Adjustment requests for the October-December 2010 period will be accepted up until April 30th 2011 and if approved subject to the 2010 administrative penalty of 20%.</p> <p>The application of this Administrative penalty is subject to review by OTS, and will apply only to the adjustment portion of the Collector Claim, and not the entire Claim that a Collector may have submitted for a given Claim period.</p> <p>All Collectors wishing to utilize the Collector Claim Adjustment option should send a note to Collector@ontarioTS.ca to identify themselves with the following information:</p> <ul style="list-style-type: none"> Collector number 						
<div> <div>test1</div> <ul style="list-style-type: none"> My Account On-line Collector Activities <ul style="list-style-type: none"> On-line Collector Claim Form On-line Hauler Activities <ul style="list-style-type: none"> Download Hauler Claim Form Upload Hauler Claim Form On-line Processor Activities <ul style="list-style-type: none"> Download Processor Claim Form Processor Claim Form Upload Processor Claim Form On-line RPM Activities <ul style="list-style-type: none"> On-line RPM Claim Form Online Steward Activities <ul style="list-style-type: none"> On-line TSF Remittance Form Download Operational PDF Forms On-line Registration <ul style="list-style-type: none"> Steward Registration Collector Registration Hauler Registration Processor Registration Recycled Product Manufacturer Registration Download Registration PDF Forms Contact Us Log out </div> <div> <h3>Quick Links</h3> <ul style="list-style-type: none"> TSF Remittance Form (HST) Collector Claims Training OTS Newsletters </div>						

Enter your collector registration number assigned to you by OTS, and then hit the search function.

Step 2 - Filing a CA Claim

Collector Information

Claim Period:

Jan 01 2011 to Mar 31 2011
 Adjustment Oct 10 to Dec 10
 Apr 01 2011 to Jun 30 2011
 Adjustment Jan 01 2011 to Mar 31 2011

Joe's Garage

Address Line 1:
 123 Main St

Address Line 2:
 Unit B

Address Line 3:

City:
 Toronto

Province:
 ONTARIO

Postal Code:
 M1M1M1

User Id:
 test1

User Email:
 test@tes1.ca

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Click on the corresponding Claim period you are submitting for.

All other data will automatically populate.

Hit next page when you are done.

Step 3- Filing a CA Claim

Collection Allowance Claim Form

Collector Name:
Joe's Garage

Address:
123 Main St, Unit B, ,
Toronto, ONTARIO, M1M1M1

Please report outbound inventory documented on TCR and DOT forms.

Date Collected:
Jan 3 2011

Form Type:
TCR

Form Number:
10123654
(Please note form number should be 8 digit number without hyphen i.e. 10000000, 20000000)

Hauler Number:
3000003
(This number will be verified against OTS database.)

Generated Tires:
No
(If you generate tires, you are not eligible for payment)

PLT:
110

MT:

AG/LS:
11

IND:

SOTR:

MOTR:

LOTR:

GOTR:

Eligible for payment:
Yes

* Use the "Add Next Form" button to save the information entered above

Previous Page Add Next Form Next Page

Click "Add Next Form" button when you have completed entering the information on one form to start a new form data entry

The complete information you have entered for each form will be displayed here as you finish each entry

Step 3- Continuation of Filing a CA Claim

Collection Allowance Claim Form

Collector Name:

Joe's Garage

Address:

 123 Main St, Unit B, ,
Toronto, ONTARIO, M1M1M1

Please report outbound inventory documented on TCR and DOT forms.

Date Collected:

Jan 3 2011

Form Type:

TCR

Form Number:

10123654

(Please note form number should be 8 digit number without hyphen i.e. 10000001, 20000001)

Hauler Number:

3000003

(This number will be verified against OTS database.)

Generated Tires:

No

(If you generate tires, you are not eligible for payment)

PLT:

110

MT:
AG/LS:

11

IND:
SOTR:
MOTR:
LOTR:
GOTR:
Eligible for payment:

Yes

* Use the "Add Next Form" button to save the information

Previous Page

Add Next Form

Next Page

Once you have completed adding all of your forms be sure to select the "NEXT PAGE" button to continue submitting your claim

Step 4 - Filing a CA Claim

Reuse Tire Report

Tires removed from vehicles directed to other purposes including but not limited to retreading or used tire sale during the reporting period. These tires have not been and will not be transported from the site by a registered Hauler.

PLT:

MT:

AG/LS:


IND:

SOTR:

MOTR:

LOTR:

GOTR:



List the amount of tires you have directed for Reuse by type

(**Note:** do not include tires that were picked-up by a hauler)

Step 5 - Filing a CA Claim

Ontario Tire Stewardship Industry Rolls Old Tires into **Green** Products Question

Home About OTS Tire Recycling in Ontario Registration Roles & Operations

Tire Type	Tire Count (A)	Collector Allowance (B)	Collector Amount (A X B)
PLT	110	\$ 0.88	\$ 96.80
MT	0	\$ 3.05	\$ 0.00
AG/LS	0	\$ 3.05	\$ 0.00
IND	0	\$ 3.05	\$ 0.00
SOTR	0	\$ 3.05	\$ 0.00
MOTR	0	\$ 3.05	\$ 0.00
LOTR	0	\$ 3.05	\$ 0.00
GOTR	0	\$ 3.05	\$ 0.00

Estimated amount payable according to the data entered till date: \$96.80

☒ I certify the information listed in this claim is correct and complete

☒ I certify these tires were collected or generated in Ontario after Aug. 31 2009

Previous Page Submit Claim

This is your Collectors Claim summary review for accuracy and print out for your records.

Read the certification statements, check boxes where appropriate and click submit claim button

Step 6 - Filing a CA Claim

Ontario Tire Stewardship Industry Rolls Old Tires into **Green** Products [Questions? Contact Us](#)

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"Verify your account information below prior to submitting your claim. If your information is incorrect please contact OTS at 1-888-687-2202 between 8:30am and 5:00pm".

"To proceed and submit your claim, you must click on the "Confirm Submission" button below".

Collector Name:	Registration Number:	Address:
Joe's Garage	2999999	123 Main St, Unit B, , Toronto, ONTARIO, M1M1M1

* Are you sure you have entered all forms and information for Jan 01 2011 to Mar 31 2011, with no information outstanding?

* If you do not want to submit the claim, click the Cancel button to continue working with your claim.

* Once submitted, no further claim adjustments can be submitted for your claim period. e.g. You will then not be able to enter additional information from TCR or DOT forms for this period.

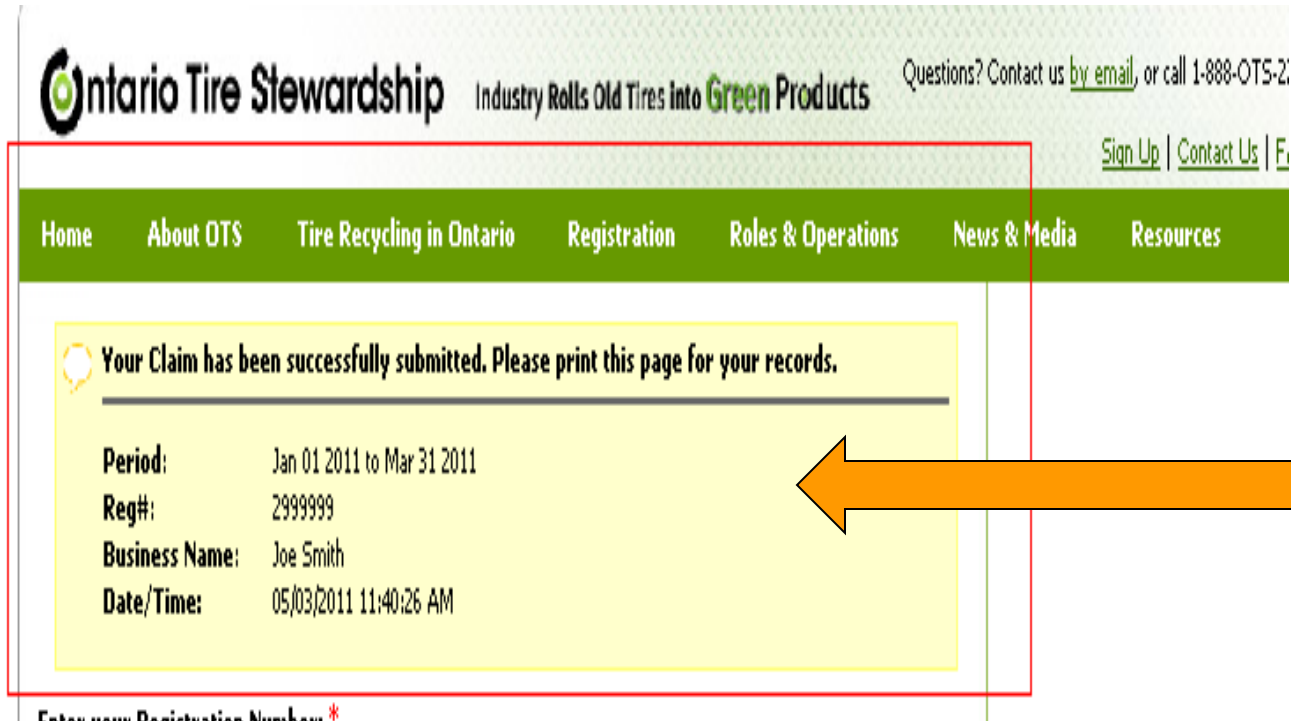
Prior to clicking the "Submit" button ensure that you have submitted the Claim correctly.

Once submitted no changes to the Claim will be accepted.

Click "Confirm Submission" once you are certain the Claim is complete

Ontario Tire Stewardship


Final Step - Filing a CA Claim



Ontario Tire Stewardship Industry Rolls Old Tires Into **Green** Products Questions? Contact us [by email](#), or call 1-888-OTS-21

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 **Your Claim has been successfully submitted. Please print this page for your records.**

Period: Jan 01 2011 to Mar 31 2011
Reg#: 2999999
Business Name: Joe Smith
Date/Time: 05/03/2011 11:40:26 AM

Enter your Donation Number *

Once you have submitted your claim a message, will populate advising, you that your claims has been successfully submitted.

Tire Collection Receipt (TCR) Form

The information you will be entering in the CA Claim is directly from the Forms

Collector Information

- registration #
- signature,

Hauler Information

- registration #
- signature

OTS **TIRE COLLECTION RECEIPT FORM** TCR - 10000931

Tires that are eligible for regular collection allowance or tires produced through internal operations not eligible for collection allowance. All fields are mandatory on this form. Enter a 0 where appropriate.

PART 1: COLLECTOR / GENERATOR
Ensure PART 2 (Hauler Section) is complete before signing this form. Retain a copy for the purpose of inventory reporting.

Registration Number _____	Date Picked Up (MM/DD, YY) _____
Company Name _____	TIRE TYPES <small>(Indicate quantity available at time of collection)</small>
Address (Location tires picked up) _____	
City _____	
Postal Code _____	
Telephone _____	
<small>I certify that these scrap tires were generated in Ontario after Aug 31, 2009.</small> Signature of Collector representative _____ Print Name _____ <input type="checkbox"/> These tires are not eligible for payment of the Collector Allowance by OTS.	
PART 2: HAULER <small>Retain a copy for the purpose of inventory reporting.</small>	
Registration Number _____	<small>I certify picking up the quantities of tires noted above.</small> Signature of Hauler _____ Print Name _____
Company Name _____	
Contact Telephone # _____	

TCR - y01

Serialized Form

Tire Information

- Pick up date
- categories
- counts

Generated and Collected tires need to be reported separately

Three part form (serialized)

1. Hauler claim copy
2. Hauler copy
3. Collector copy

Dedicated Off the Road Tire Collection (DOT) Form

- Collector Information
 - registration #
 - signature,

Dedicated OTR loads will receive a premium transportation rate

OTS **DEDICATED OFF-THE-ROAD TIRE COLLECTION FORM** DOT - 2000000+

Dedicated loads of off-the-road tires generated in Ontario. All fields are mandatory on this form. Enter a 3 where appropriate.

PART 1: COLLECTOR / GENERATOR
Complete PART 1 (Hauler Section) in complete before signing this form. Retains a copy for the purpose of inventory reporting.

Registration # _____ Company Name _____ Address (include time pick-up) _____ City _____ Postal Code _____ Telephone _____ I certify that these tires were generated in Ontario after Aug 31, 2005. Signature of Collector representative _____ Print Name _____ <input type="checkbox"/> These tires are not eligible to payment of the collector's discount by OTS.	Date Picked Up (MM/DD/YY) _____ <table border="1"> <thead> <tr> <th>TIRE TYPES <small>(define available tire sizes/Load)</small></th> <th>Quantity (units)</th> </tr> </thead> <tbody> <tr> <td>Agricultural OTRs and logging skidder tires</td> <td>_____</td> </tr> <tr> <td>Small and Large industrial tires</td> <td>_____</td> </tr> <tr> <td>Small OTR tires</td> <td>_____</td> </tr> <tr> <td>Medium OTR tires</td> <td>_____</td> </tr> <tr> <td>Large OTR tires</td> <td>_____</td> </tr> <tr> <td>Grand OTR tires</td> <td>_____</td> </tr> </tbody> </table> Scale Ticket# _____ Scale Ticket weight (kg) _____	TIRE TYPES <small>(define available tire sizes/Load)</small>	Quantity (units)	Agricultural OTRs and logging skidder tires	_____	Small and Large industrial tires	_____	Small OTR tires	_____	Medium OTR tires	_____	Large OTR tires	_____	Grand OTR tires	_____
TIRE TYPES <small>(define available tire sizes/Load)</small>	Quantity (units)														
Agricultural OTRs and logging skidder tires	_____														
Small and Large industrial tires	_____														
Small OTR tires	_____														
Medium OTR tires	_____														
Large OTR tires	_____														
Grand OTR tires	_____														

PART 2: HAULER
Retains a copy for the purpose of inventory reporting.

Registration Number _____ Company Name _____ Contact Telephone# _____	I certify picking up the quantities of tires and the total weight noted above. Signature of Hauler _____ Print Name _____
---	---

DOT - ver

- Tire Information
 - categories
 - counts
 - scale ticket weight

Three part form (serialized)

1. Hauler claim copy
2. Hauler copy
3. Collector copy

Collections of dedicated loads of OTRs must be pre-approved by OTS

Review - CA Claims online involve the following activities

Accessing collection allowance claim form

- Requires login ID and password
- Access form through www.ontarioTS.ca

Completing electronic Collection Allowance Claim

- Enter information from TCR and DOT forms
- Report on reused tires

Submitting electronic Collection Allowance Claim

- Print a summary copy for your records
- Submit to OTS for processing.

How to ensure your CA Claim is Processed Quickly

Avoid These Errors

- TCR / DOT Form errors
 - select the right form type and ensure the correct TCR / DOT form number is entered
- Typos
 - tire counts, Hauler registration number, Collector registration number, pick up dates etc.
- Select correct claim period e.g. January 2012 to March 2012
- **Do not submit your claim until you have entered information from all your TCR and DOT forms – once you have submitted your claim, no further adjustments may be submitted for your claim period.**

How to ensure your CA Claim is Processed Quickly

Adjustments to Claims:

- Collectors who have submitted a claim but missed a TCR form(s) may contact OTS and request an adjustment; OTS will notify Collectors of the status of any adjustment request (i.e. Approved or Rejected)
- These adjustments will be subject to an Administration Fee

For 2012 Claims Filing Periods:

- Adjustment requests will only be accepted for open periods
- Adjustments will only be considered for Collectors who submitted a partial claim
- Approved adjustments are subject to a 35% Administration Fee on the net adjustment amount

CA Claims

For General Inquiries and More Information

- please visit our website at www.ontarioTS.ca,
- call us at **1-888-OTS-2202**
- email us: Collector@ontarioTS.ca

