

Ontario Tire Stewardship  
405 The West Mall, Suite 500  
Toronto, Ontario,  
M9C 5K7

November 15 th, 2011

Dear Steward:

**Re: Requirements for TSF Remittance Report supporting documentation for Stewards supplying Distributors that subsequently supply Original Equipment Manufacturers in Ontario.**

This letter is intended to provide additional guidance to Stewards registered with Ontario Tire Stewardship supplying tires to distributors that subsequently supply Original Equipment Manufacturers (OEM) in Ontario with new tires.

In the event that a Steward has remitted the Tire Stewardship Fee (TSF) on tires subsequently supplied to an OEM in Ontario, (who is also remitting the fee to OTS), the non OEM Steward may apply for a refund of previously remitted TSF. OTS recognizes that requiring the initial Steward to collect detailed shipping and sales information from a distributor supplying an OEM may be administratively difficult at the time of sale. In such cases, the Steward may wish to claim such amounts as a credit on future remittances and, in turn, provide a corresponding rebate or credit to the distributor supplying tires to the OEM. Stewards should be prepared to supply supporting documentation documenting the supply of these tires to an OEM upon request from OTS.

To facilitate the accounting of these tires sales to an OEM (via a distributor), OTS is willing to accept reports prepared and signed by a Canadian Chartered Accountant licensed under the Public Accounting Act and submitted by a distributor and utilized by a Steward in preparing or adjusting a TSF Remittance Report. Such reports should attest that the accountant has reviewed the sales of the Distributor to the OEM. OTS will also accept records of sales from the non-OEM Steward and/or the distributor to the OEM as support of these adjustment requests.

All requests for such adjustments must be submitted to OTS in the current year or within 60 days of the close of the preceding calendar year but may not relate to a period of less than 1 calendar month. All adjustments made to a Steward's TSF remittances for a given calendar year must be submitted to OTS on a TSF adjustment request form before March 1<sup>st</sup> of the calendar year following the year for with the adjustments are being reported. This form can be found on OTS' website at [www.ontariots.ca](http://www.ontariots.ca).

The Chartered Accountant acting for the tire distributor should include the following information in the certified report:

- Name of the tire distributor selling to the OEM
- Name of the Steward to whom the report is being submitted;
- A table showing the quantities of tires (by OTS type, PLT, MT, Ag, etc...) received by the distributor from the Steward by month that corresponds to the remittance month;
- A table showing the quantities of tires (by OTS type, PLT, MT, Ag, etc...) supplied by the Steward subsequently sold to an OEM in the month that corresponds to the remittance month;

In addition the report should be accompanied by an attestation signed by an officer of the distributor company that to the best of their knowledge none of the tires reported as being supplied to an OEM where for use by the OEM and that they were not subsequently sold to another party.

Provided the report is in the form described above, and is prepared and certified by a Chartered Accountant, OTS will accept the information provided in the report as sufficient substantiation for the preparation of a TSF remittance report or the calculation of an adjustment to a Steward's Remittance Report. In the event that OTS has reason to believe that a report has not been prepared in accordance with these rules it may in its sole discretion decline the adjustments supported by these reports.

This process offers an alternative to the existing guidance provided by OTS regarding information that a Steward must provide upon review when adjusting TSF Remittance Reports for tires shipped/sold to an OEM in Ontario. Stewards may choose to continue to provide detailed information regarding shipments to Ontario OEMs including bills of lading, invoices and customer information for specific shipments. Whichever method is used to provide the information supporting these adjustments it remains the obligation of the initial Steward to collect and provide it to OTS upon request, and to ensure that all TSF Remittance Reports are accurate and complete.

For inquiries regarding this or other Steward-related questions please contact OTS at [Steward@ontariots.ca](mailto:Steward@ontariots.ca) or by phone at 1-888-OTS-2202.

Regards,



Andrew Horsman  
Executive Director