



**To fill out the Opt in Waste Reduction Report**

**Enter the Reporting Year**

- Line 1: Beginning Balance of Unspent Fees Collected in Prior Reporting Year
- Line 2: Total Number of Disposable Bags Distributed - this is the number of Disposable Paper Bags provided to the customer
- Line 3: Amount of Waste Reduction Fee Collected - this is self calculated on the Excel Form. It is 20 cents per bag
- Line 4: Add or Deduct any adjustments for returns previously filed. Adjustments must be accompanied by supporting documentation
- Line 5: Total due and payable - this is self calculated on the Excel Form. It is the sum of Lines 3 and 4
- Line 4: Expenses supporting the Waste Reduction Program
- Line 5: Ending Balance of Unspent Fees Collected in Current Reporting Year - this is self calculated on the Excel Form.

Always sign your report and complete Title, Company, Phone, Email and Date

**The Opt In Waste Reduction Report is intended as a report for the calendar year**

**Remit your Waste Reduction Report no later than January 20th each year**

By Mail: City of Steamboat Springs  
Department of Financial Services  
P.O. Box 775088  
Steamboat Springs, CO 80477

In Person: Monday-Thursday 7:30-5:30  
Department of Financial Services  
137 10th Street  
Steamboat Springs, CO 80477

After Hours: 24 Hour Payment Drop Box outside City Hall  
137 10th Street  
Steamboat Springs, CO 80477



## OPT IN WASTE REDUCTION REPORT

DEPARTMENT OF FINANCIAL SERVICES  
 CITY OF STEAMBOAT SPRINGS - P.O. BOX 775088 - STEAMBOAT SPRINGS, CO 80477  
 (970) 879-2060

### BUSINESS NAME AND ADDRESS

**Sample Market**

**123 Main Street**

**Steamboat Springs, CO 80487**

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REPORTING YEAR	
1. BEGINNING BALANCE OF UNSPENT FEES COLLECTED IN PRIOR REPORTING YEAR	\$ -
2. TOTAL NUMBER OF DISPOSABLE BAGS DISTRIBUTED IN REPORTING YEAR	0
3. AMOUNT OF WASTE REDUCTION FEE COLLECTED (LINE 2 X \$0.20)	\$ -
4. EXPENSES IN CURRENT REPORTING YEAR	
a. Educational Information	\$ -
b. Signage	\$ -
c. Training Staff	\$ -
d. Improve Infrastructure	\$ -
e. Administration for remittance	\$ -
f. Develop and display signage	\$ -
g. Provide use of bags	\$ -
Total expenses	\$ -
5. ENDING BALANCE OF UNSPENT FEES COLLECTED IN CURRENT REPORTING YEAR	\$ -

### ALWAYS SIGN YOUR FORM

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE STATEMENTS MADE HEREIN ARE TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT.

BY \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE \_\_\_\_\_