

**ELECTRONIC WASTE RECYCLING FEE PROGRAM
PRIVACY NOTICE**

Information Provided to the Board of Equalization

We ask you for information so that we can administer the state's Electronic Waste Recycling Act of 2003 under Chapter 8.5 (commencing with section 42460) of Part 3 of Division 30 of the Public Resources Code. The Board of Equalization is required to collect the fees pursuant to the Fee Collection Procedures Law, Part 30 (commencing with section 55001) of Division 2 of the Revenue and Taxation Code. We will use the information to determine whether you are paying the correct amount of fees and to collect any amounts you owe. You must provide all of the information we request, including your social security number (used for identification purposes [see Title 42 U.S. Code sec. 405(c)(2)(C)(i)]).

What happens if I don't provide the information?

If your application is incomplete, we may not be able to complete the registration process. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information we request or that is required by law, or if you give us false or incorrect information. In some cases, you may be subject to criminal prosecution. In addition, if you do not provide information we request to support any claim for credit, exclusion, or adjustment, we may not allow them. You may end up owing more fees or receiving a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, we may share information regarding your account with certain government agencies.

With your written permission, we can release information regarding your account to anyone you designate.

We may disclose information to the proper officials of the following agencies, among others:

- United States government agencies: U.S. Attorney's Office; Internal Revenue Service
- State of California government agencies and officials: California Integrated Waste Management Board; Department of Toxic Substances Control; Highway Patrol; California Parent Locator Service
- City attorneys and city prosecutors; county district attorneys, police and sheriff departments.

Can I review my records?

Yes. Please contact your nearest Board office (see the white pages of your phone book). If you need more information, you may contact our Disclosure Officer in Sacramento by calling 916-445-2918. You may also want to obtain publication 58-A, *How to Inspect and Correct Your Records*. You may order a copy from our Information Center: 800-400-7115 or download it from the Internet: www.boe.ca.gov (look under "Forms, Publications, Reports & News")

Who is responsible for maintaining my records?

The Chief of the Excise Taxes and Fees Division, who you may contact by calling 916-327-4208, or writing to the address shown: Chief, Excise Taxes and Fees Division, MIC:56
450 N Street
Sacramento, CA 95814



**Retailers:
Register Now
for the
Electronic Waste
Recycling Fee
Program**

SECTION I: SALES OR USE TAX ACCOUNT INFORMATION**FOR BOARD USE ONLY**

1. PLEASE ENTER YOUR SALES AND/OR USE TAX ACCOUNT NUMBER(S) (if registered with the Board of Equalization)

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ELECTRONIC WASTE RECYCLING FEE **General Information**

Beginning January 1, 2005, the retail sale of covered electronic devices (CED) is subject to a new electronic waste recycling fee. If you are a retailer who sells devices covered by the fee, you must register with the Board of Equalization (Board), collect the fee from your customers, file quarterly fee returns, and pay the collected fees to the Board.

For more information on the fee, see our website: www.boe.ca.gov/sptaxprog/ewaste.htm.

Registration Requirements

To register for the fee, please complete, sign, date, and return this application in person or by mail. Be sure to complete all three sections. We cannot process your application if it is incomplete or if you do not sign in Section IV. Be sure to record your seller's permit number or use tax account number in Section I above. **Your registration may be delayed without this information.**

Filing Requirements

Fee payers will be required to file a return and pay the fees on a quarterly basis. Your return and payment will be due on or before the last day of the month following the end of the calendar quarter. You must file a return every quarter even if you do not collect any fees. Depending on your fee collections, we may require you to file returns and pay the fee on a monthly or yearly basis instead of quarterly.

SECTION II: OWNERSHIP INFORMATION

1. PLEASE CHECK TYPE OF OWNERSHIP:

- Sole Owner Husband & Wife Co-Ownership Domestic Partnership Limited Partnership
 General Partnership Corporation Limited Liability Company (LLC) Other _____

2. OWNER NAME(S) (include all individual owners, general partners or full corporate, limited liability company (LLC), or organization name) (attach additional page if necessary)

SECTION III: BUSINESS INFORMATION

1. BUSINESS OR TRADE NAME (DBA if any)

2. BUSINESS TELEPHONE NUMBER

3. BUSINESS ELECTRONIC MAIL ADDRESS

4. BUSINESS ADDRESS (do not list P.O. box or mailing service)

CITY

STATE

ZIP CODE

5. MAILING ADDRESS (if different from No. 4 above)

CITY

STATE

ZIP CODE

6. ADDRESS WHERE BUSINESS RECORDS WILL BE MAINTAINED

7. TYPES OF PRODUCTS SOLD:

- Computers/Monitors Televisions Laptops Other CEDs _____
(check website for other types)

SECTION IV: CERTIFICATION

I certify and declare, under penalty of perjury, that the information contained herein is correct to the best of my knowledge and that I am authorized to sign and certify this application.

NAME (type or print)

DATE

SIGNATURE

TITLE

Return Application to: Board of Equalization, Electronic Waste Recycling Fee Section
 PO Box 942879, Sacramento, CA 94279-0088

FOR BOARD OF EQUALIZATION TAX ASSISTANCE

**ELECTRONIC WASTE RECYCLING
 FEE SECTION**
 916-341-6906

INFORMATION CENTER
 800-400-7115
 TTY/TDD 800-735-2929

**TAXPAYERS'
 RIGHTS ADVOCATE**
 888-324-2798