



OUTDOOR POWER EQUIPMENT
INSTITUTE OF CANADA

**Policy Related to:
SMALL REMITTER**

Endorsed on: July 16, 2013

PURPOSE:

The following policy intends to provide clarification for Outdoor Power Equipment of Canada (OPEIC) participants that are eligible to be considered as “Small Remitters”. Reporting periods for eligible participants will be adjusted only on the participant’s request and for participants in good standing. A participant in good standing is a participant who has one year of consistent, on-time, and accurate fee reporting and payment.

REPORTING PERIODS:

Reporting periods for participants are as follows:

1. **General Rule:** All participants are required to report and remit on a monthly basis; report and payment received by the Outdoor Power Equipment Institute of OPEIC within 30 days of calendar month end unless they receive written approval for other arrangements from OPEIC. A NIL return must also be filed on time.
2. **“Small” Participants:** Participants with annual fees of less than \$10,000 in the prior 12 months, who are in good standing, may request a change from monthly reporting to reporting on a calendar quarterly basis. Prior written approval by OPEIC is required before a delayed reporting period is implemented. The amount is based on one year’s actual remittance.

For participants in good standing with annual remittance totals of \$10,000 or less; the participant must remit in the month after the previous quarter:

- January to March: Remit in April
- April to June: Remit in July
- July to September: Remit in October
- October to December: Remit in January

A failure to remit on time will result in the cancellation of quarterly remittance privilege.

The policy will come into effect on October 1, 2013 and is effective for the period October to December 2013, with remittance in January.

For more information:

If you have any questions regarding reporting periods, please do not hesitate to contact Alona, at (604) 592-2972 ext. 224, alona@productcare.org.