

# DEQ Waste Tires Monthly Report User Guide



1

Navigate to <https://la.accessgov.com/deq/Forms/Page/deq/deq-waste-tires/1> and click **“Log In”** to create an account.

DEQ Louisiana

Q Search Home Directory Log In

Log in to store your form. X

## DEQ Waste Tires Monthly Report

- Introduction
- Monthly Report
- Business Information
- Types of Tires
- Tire Total Charges
- Certification and Signature
- Review

### Monthly Waste Tire Report Form

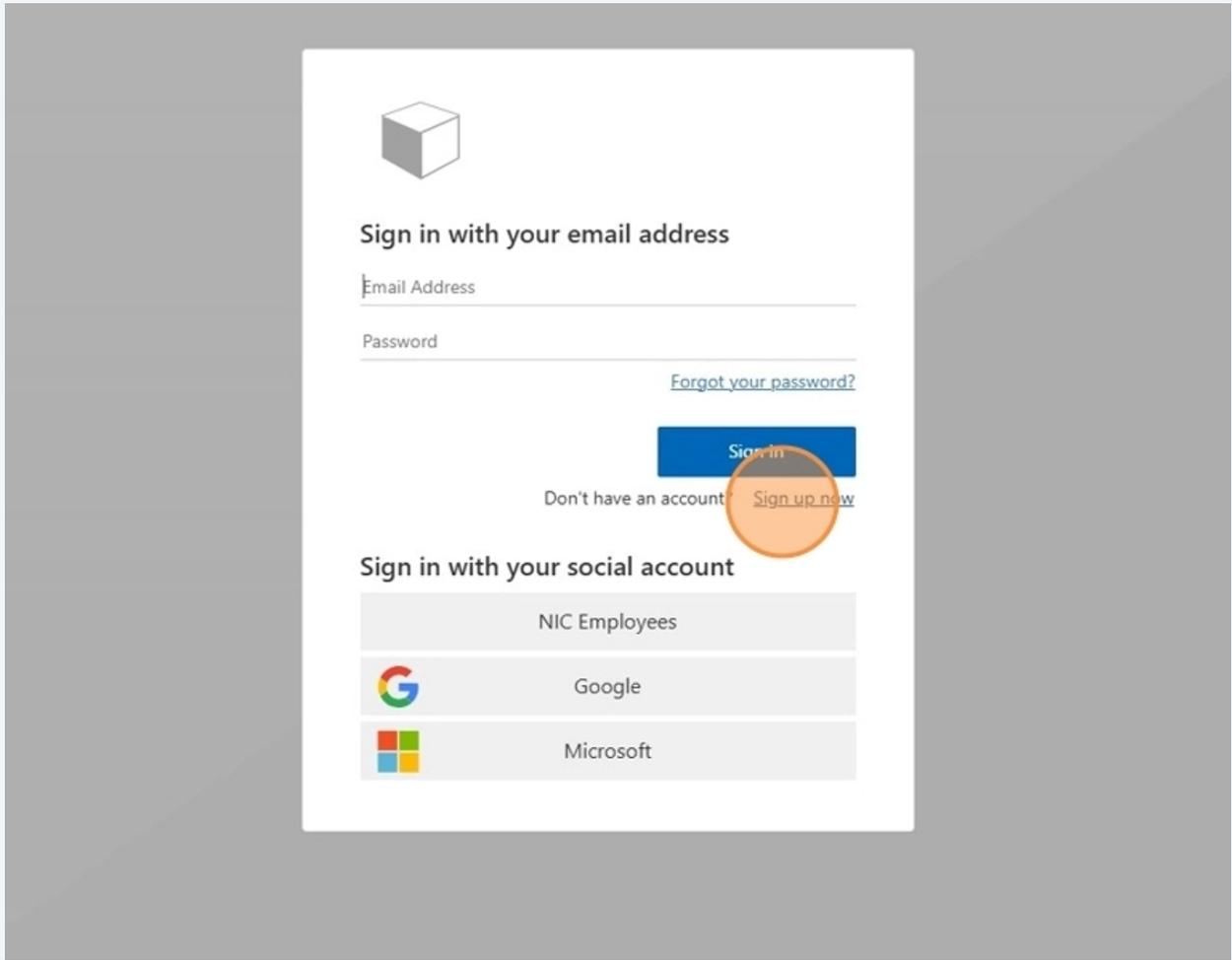
All Louisiana motor vehicle dealers selling new vehicles are required to collect a waste tire cleanup and recycling fee from the consumer upon the sale of each new motor vehicle. Use this form to submit reports and payments for monthly waste tire reporting to the Louisiana Department of Environment Quality. Please note that there is a convenience fee associated with online payments.

You must file a separate report for each month. Even when no tires are sold, zero reports must be submitted.

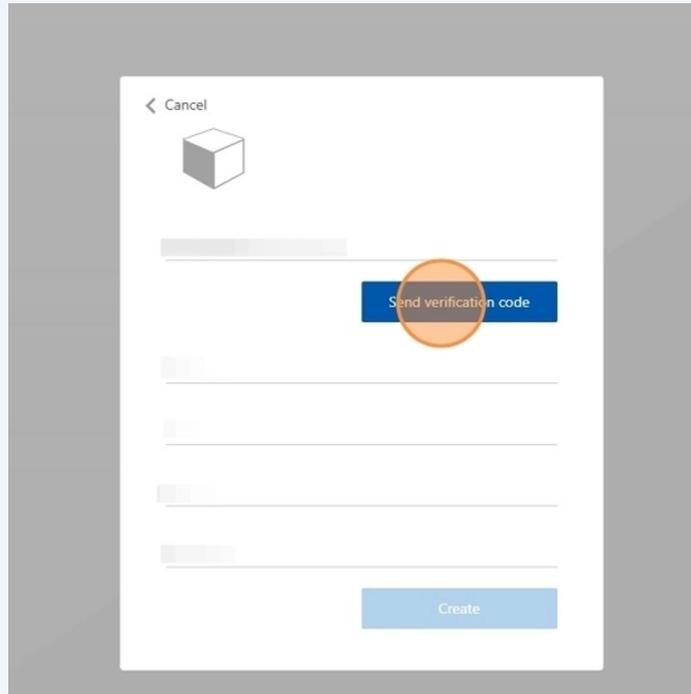
Reports are due no later than the 20th of the next month. (Example: January report is due by February 20th.)

2

Click **“Sign up now”** to register for a new account.

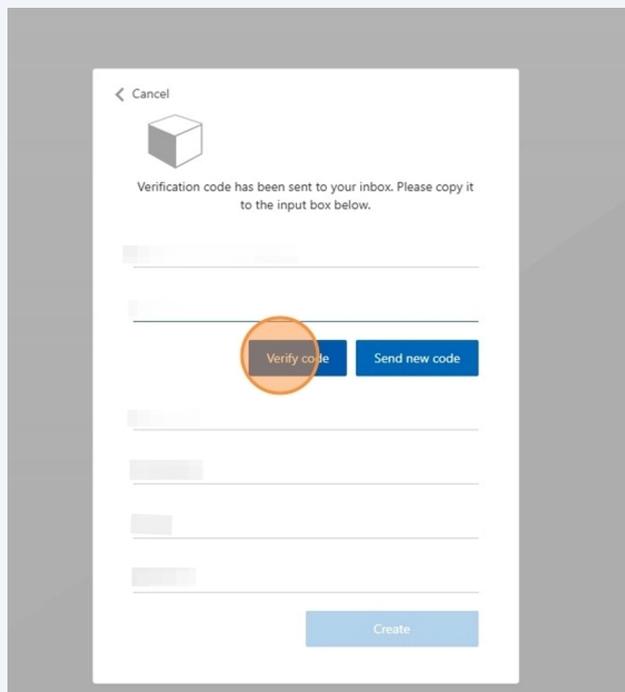


**3** Enter your email address and click **“Send verification code.”**



A screenshot of a mobile application interface. At the top left, there is a back arrow and the text "Cancel". Below this is a 3D cube icon. The main area contains several input fields for text entry. A blue button labeled "Send verification code" is positioned to the right of the first input field and is circled in orange. At the bottom right, there is a light blue button labeled "Create".

**4** Check your email and enter the verification code. Then click **“Verify code.”**



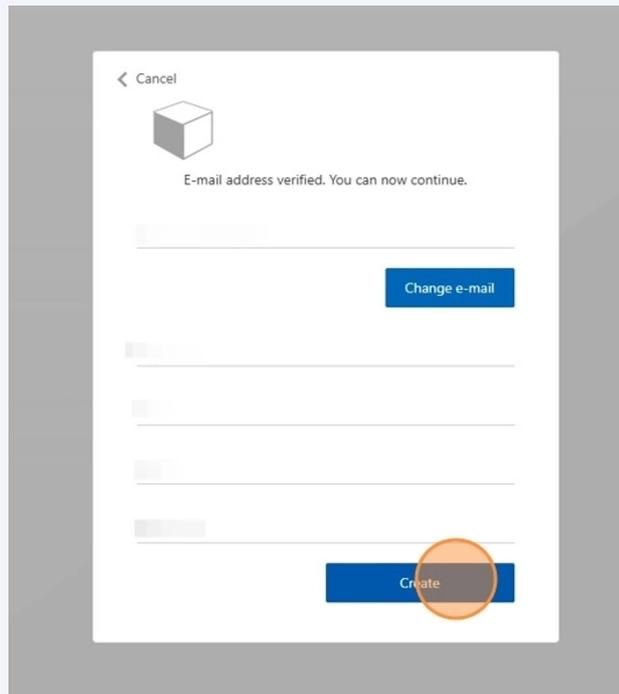
A screenshot of a mobile application interface. At the top left, there is a back arrow and the text "Cancel". Below this is a 3D cube icon. The main area contains a message: "Verification code has been sent to your inbox. Please copy it to the input box below." Below the message are several input fields. A blue button labeled "Verify code" is positioned to the right of the second input field and is circled in orange. Next to it is another blue button labeled "Send new code". At the bottom right, there is a light blue button labeled "Create".

5

Once verified, create a password and enter your first and last name.  
Note: Your password must include at least three of the following:

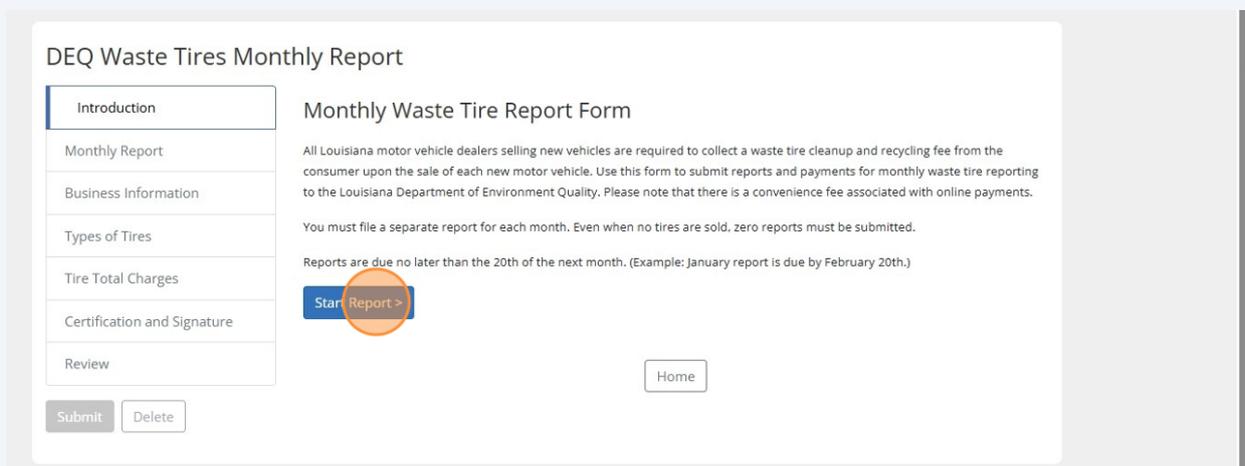
- A lowercase letter
- An uppercase letter
- A digit
- A symbol

Then click **“Create.”**



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Once logged in, click **“Start Report.”**



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Enter your **Agency Interest Number**, and select the **Month** and **Year** for the report you are submitting.

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Please enter your Agency Interest Number and Report Year and Month. This information will be used to locate and display your Business Profile on the next page.

Agency Interest Number

Please enter a valid Agency Interest Number

#### Report Year and Month

Year \*  Month \*

Submit Delete

< Previous

Save and Exit

Next >

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Click "Next."

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Agency Interest Number

#### Report Year and Month

Year \*  Month \*

Submit Delete

< Previous

Save and Exit

Next >

9

Enter your Contact Name, Phone Number, and Email Address.

DEQ Waste Tires Monthly Report

<input checked="" type="checkbox"/> Introduction	Business Information	
<input checked="" type="checkbox"/> Monthly Report	Business Name	
<b>Business Information</b>	Mailing Address	
Types of Tires	Phone Number *	Contact Name *
Tire Total Charges	(999) 999-9999	Contact Name
Certification and Signature	Are you still in the business of selling tires?*	Physical Address
Review	<input type="radio"/> Yes	
	<input type="radio"/> No	Email Address *
	Have changes been made to your information?*	email@example.com
	<input type="radio"/> Yes	
	<input type="radio"/> No	

10

Indicate whether you are still in the business of selling tires by selecting "Yes" or "No."

DEQ Waste Tires Monthly Report

<input checked="" type="checkbox"/> Introduction	Business Information	
<input checked="" type="checkbox"/> Monthly Report	Business Name	
<b>Business Information</b>	Mailing Address	
Types of Tires	Phone Number *	Contact Name *
Tire Total Charges	(111) 111-1111	Contact Name
Certification and Signature	Are you still in the business of selling tires?*	Physical Address
Review	<input type="radio"/> Yes	
	<input type="radio"/> No	Email Address *
	Have changes been made to your information?*	test@mail.com
	<input type="radio"/> Yes	
	<input type="radio"/> No	

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If you selected "No", use the calendar tool to select the date you stopped selling tires.

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#### Business Information

##### Business Name

[Redacted]

##### Contact Name \*

Contact Name

##### Mailing Address

[Redacted]

##### Physical Address

[Redacted]

##### Phone Number \*

(111) 111-1111

##### Email Address \*

test@mail.com

##### Are you still in the business of selling tires?\*

Yes

No

Enter the date you no longer operated at this location. \*

[Empty date field]



##### Have changes been made to your information?\*

Yes

No

Submit Delete

< Previous

Save and Exit

Next >

12

Select whether any changes have been made to your business information.

Business Information

Types of Tires

Tire Total Charges

Certification and Signature

Review

Submit Delete

Mailing Address

Phone Number \*

(111) 111-1111

Physical Address

Email Address \*

test@mail.com

Are you still in the business of selling tires?\*

Yes

No

Enter the date you no longer operated at this location. \*

08-12-2025

Have changes been made to your information?\*

Yes

No

< Previous

Save and Exit

Next >

**13** If you selected "Yes", enter the updated information in the text box provided.

Certification and Signature

Review

Submit Delete

(111) 111-1111 test@mail.com

Are you still in the business of selling tires?\*

Yes

No

Enter the date you no longer operated at this location. \*

08-12-2025

Have changes been made to your information?\*

Yes

No

Please indicate which information has changed.

Business Name 

Contact Name

Mailing Address

Address Line 1

Address Line 2

City -- State -- Zip

Physical Address

Address Line 1

Address Line 2

City -- State -- Zip

Phone Number

(999) 999-9999

Email Address

email@example.com

< Previous Save and Exit Next >

**14** Click "Next."

Review

Submit Delete

Yes

No

Enter the date you no longer operated at this location. \*

08-12-2025

Have changes been made to your information?\*

Yes

No

Please indicate which information has changed.

Business Name

Contact Name

Mailing Address

Address Line 1

Address Line 2

City -- State -- Zip

Physical Address

Address Line 1

Address Line 2

City -- State -- Zip

Phone Number

(999) 999-9999

Email Address

email@example.com

< Previous Save and Exit 

15

Enter the total number of **New**, **Used**, and **New Vehicle** tires sold for **Passenger Tires**.

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Submit Delete

**Passenger Tires**

Please enter the total amount for each section. The sum remitted will be multiplied by \$2.25.

Passenger Tires - New \*  Passenger Tires - Used \*  Passenger Tires on New Vehicle \*

Passenger Total Charge  
\$0.00

**Medium Truck Tires**

Enter the total amount for each section. The sum remitted will be multiplied by \$5.00.

Medium Truck Tires - New \*  Medium Truck Tires - Used \*  Medium Truck Tires on New Vehicle \*

Medium Truck Total Charge  
\$0.00

**Off Road Tires**

Enter the total amount for each section. The sum remitted will be multiplied by \$10.00.

Off Road Tires - New \*  Off Road Tires - Used \*  Off Road Tires on New Vehicle \*

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Enter the total number of **New**, **Used**, and **New Vehicle** tires sold for **Medium Truck Tires**.

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Submit Delete

**Passenger Tires**

Please enter the total amount for each section. The sum remitted will be multiplied by \$2.25.

Passenger Tires - New \*  Passenger Tires - Used \*  Passenger Tires on New Vehicle \*

Passenger Total Charge  
\$24.75

**Medium Truck Tires**

Enter the total amount for each section. The sum remitted will be multiplied by \$5.00.

Medium Truck Tires - New \*  Medium Truck Tires - Used \*  Medium Truck Tires on New Vehicle \*

Medium Truck Total Charge  
\$0.00

**Off Road Tires**

Enter the total amount for each section. The sum remitted will be multiplied by \$10.00.

Off Road Tires - New \*  Off Road Tires - Used \*  Off Road Tires on New Vehicle \*

17

Enter the total number of **New**, **Used**, and **New Vehicle** tires sold for **Off-Road Tires**.

Business Information

Types of Tires

Tire Total Charges

Certification and Signature

Review

Submit Delete

5 4 2

Passenger Total Charge  
\$24.75

Medium Truck Tires

Enter the total amount for each section. The sum remitted will be multiplied by \$5.00.

Medium Truck Tires - New \* 3 Medium Truck Tires - Used \* 3 Medium Truck Tires on New Vehicle \* 3

Medium Truck Total Charge  
\$45.00

Off Road Tires

Enter the total amount for each section. The sum remitted will be multiplied by \$10.00.

Off Road Tires - New \* 0 Off Road Tires - Used \* 0 Off Road Tires on New Vehicle \* 0

Off Road Total Charge  
\$0.00

Retread

Enter the total amount for each section. The sum remitted will be multiplied by \$1.25.

Retread Tires - New \*

18

Enter the total number of **Retread Tires** sold.

Off Road Tires

Enter the total amount for each section. The sum remitted will be multiplied by \$10.00.

Off Road Tires - New \* 2 Off Road Tires - Used \* 6 Off Road Tires on New Vehicle \* 7

Off Road Total Charge  
\$150.00

Retread

Enter the total amount for each section. The sum remitted will be multiplied by \$1.25.

Retread Tires - New \* 0

Retread Total Charge  
\$0.00

Exempt Tires

Fees are not collected.

Please note: you must be registered with DEQ as a seller of exempt tires in order to use this section.

Existing tires sold on a used car \* 0 Exempt tires - Golf cart, go-kart, small lawn equipment, bicycle \* 0

Other (includes tires that weigh over 500 lbs.) \*

**19** Enter the total number of **Exempt Tires**.

Off Road Total Charge  
\$150.00

**Retread**

Enter the total amount for each section. The sum remitted will be multiplied by \$1.25.

**Retread Tires - New \***

20

**Retread Total Charge**  
\$25.00

**Exempt Tires**

Fees are not collected.

Please note: you must be registered with DEQ as a seller of exempt tires in order to use this section.

**Existing tires sold on a used car \***      **Exempt tires – Golf cart, go-kart, small lawn equipment, bicycle \***

0      0

**Other (includes tires that weigh over 500 lbs.) \***

0

< Previous      Save and Exit      Next >

**20** Click "Next."

Off Road Total Charge  
\$150.00

**Retread**

Enter the total amount for each section. The sum remitted will be multiplied by \$1.25.

**Retread Tires - New \***

20

**Retread Total Charge**  
\$25.00

**Exempt Tires**

Fees are not collected.

Please note: you must be registered with DEQ as a seller of exempt tires in order to use this section.

**Existing tires sold on a used car \***      **Exempt tires – Golf cart, go-kart, small lawn equipment, bicycle \***

15      15

**Other (includes tires that weigh over 500 lbs.) \***

7

< Previous      Save and Exit      Next >

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If you are submitting payment by eCheck (ACH), please ensure your bank has authorized transactions from our ACH Originator ID: **1522077581**. This is sometimes required to avoid blocked or returned payments due to ACH restrictions on your bank account.

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Review the **Total Charges** and click **"Next."**

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**Tire Fees Due**  
The sum of all tire charges

**Tire Volume Subtotal**  
\$244.75

**Grand Total**  
**Total amount due** ⓘ  
\$244.75

< Previous      Save and Exit      **Next >**

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Read the **Certification** statement and check the box to acknowledge. Enter your **First and Last Name**, then click **"Next."**

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**Certification**

By providing a digital signature below, I certify that I personally examined and am familiar with the information submitted in this online form, and I hereby certify under penalty of law that this information is true, accurate, and complete to the best of my knowledge. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment.under penalty of law that this information is true, accurate, and complete to the best of my knowledge. I am aware that there are significant penalties for submitting false information and the possibility of fines and imprisonment.

**User Attestation\***  
 I certify the information is accurate

**Name \***

**Certification Date**  
8/12/2025 2:22:18 PM

Submit    Delete    < Previous    Save and Exit    **Next >**

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Review all entered information for accuracy. When ready, check the confirmation box and click **"Submit."**

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#### Introduction

#### Monthly Waste Tire Report Form

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You must file a separate report for each month. Even when no tires are sold, zero reports must be submitted.

Reports are due no later than the 20th of the next month. (Example: January report is due by February 20th.)

#### Monthly Report

Please enter your Agency Interest Number and Report Year and Month. This information will be used to locate and display your Business Profile on the next page.

**Agency Interest Number:** 1111

**Report Year and Month**  
**Year:** 2025                      **Month:** 7

#### Business Information

Business Information

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Choose your preferred **Payment Method**, then click **"Next."**

SKU	Description	Unit Price	Quantity	Amount
PASS	Passenger Tires - 7/2025	\$2.25	11	\$24.75
MEDT	Medium Truck Tires - 7/2025	\$5.00	9	\$45.00
OFFR	Off Road Tires - 7/2025	\$10.00	15	\$150.00
RETT	Retread Tires - 7/2025	\$1.25	20	\$25.00
Total				\$244.75

#### Transaction Summary

Passenger Tires - 7/2025	\$24.75
Medium Truck Tires - 7/2025	\$45.00
Off Road Tires - 7/2025	\$150.00
Retread Tires - 7/2025	\$25.00
<b>la.gov Order Total</b>	<b>\$244.75</b>

#### Payment

Payment Type

Payment Type \*

Credit/Debit Card
▼

#### Need Help?

Select Payment Method and Continue to proceed with payment. You will receive a printable receipt at the end of your successful payment transaction.

26

Enter your **Customer Information**, then click "Next."

Payment Type
✓

Edit

### Credit/Debit Card

**Customer Information**

Complete all required fields [\*]

Country \*

First Name \*

Last Name \*

Address \*

Address 2

City \*

State \*

#### Transaction Summary

Passenger Tires - 7/2025	\$24.71
Medium Truck Tires - 7/2025	\$45.00
Off Road Tires - 7/2025	\$150.00
Retread Tires - 7/2025	\$25.00
Online Processing Fee - LA.GOV	\$8.61
<b>la.gov Order Total</b>	<b>\$253.41</b>

#### Need Help?

Please complete the Customer Information Section

27

Enter your **Payment Details**, then click "Next."

**Address**  
 Misha Thornton  
 232 3rd St  
 Baton Rouge, LA 70801

**Phone Number**  
 3185419283

**Country**  
 United States

**Email Address**  
 demisha.thornton@tylertech.com

**Payment Information**

Complete all required fields [\*]

Credit Card Number \*

Credit Card Type

Expiration Month \*

Expiration Year \*

Security Code \*

Name on Credit Card \*

Payment Address is the same as Customer Information \*

#### Transaction Summary

Passenger Tires - 7/2025	\$24.71
Medium Truck Tires - 7/2025	\$45.00
Off Road Tires - 7/2025	\$150.00
Retread Tires - 7/2025	\$25.00
Online Processing Fee - LA.GOV	\$8.61
<b>la.gov Order Total</b>	<b>\$253.41</b>

#### Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

28 Review all payment and submission information, then click **"Submit Payment."**

*Louisiana.gov*

**Customer Information** ✓

Address  Phone Number  [Edit](#)

Country: United States Email Address

**Payment Information** ✓

Credit Card: Visa  Exp.  Name on Credit Card  [Edit](#)

[Cancel](#) [Submit Payment](#)

**Transaction Summary**

Passenger Tires - 7/2025	\$24.75
Medium Truck Tires - 7/2025	\$45.00
Off Road Tires - 7/2025	\$150.00
Retread Tires - 7/2025	\$25.00
Online Processing Fee - LA.GOV	\$8.68
<b>la.gov Order Total</b>	<b>\$253.43</b>

**Need Help?**

Please review the payment information you are about to submit. After reviewing and/or editing click SUBMIT PAYMENT to complete your transaction and obtain your receipt. NOTE: Your payment is not considered complete until you click SUBMIT PAYMENT

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29 You have successfully submitted your form. You may now download a copy of your report and payment receipt for your records.

**Note:**

**Form Submitted** [X]

✓ **Form submitted successfully.**

Congratulations Contact Name, you have successfully submitted your monthly report for 72025!

**Produced File**

↓ Monthly Waste Tire Report

Download Submission

[Continue](#)