



# SWABS

## SOLID WASTE AUTOMATED BILLING SYSTEM HANDBOOK



County of Los Angeles  
Department of Public Works  
Environmental Programs Division  
900 South Fremont Avenue, Alhambra, CA 91803

Last updated: June 6, 2018

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# INTRODUCTION

Welcome to the County's new automated billing system, the Solid Waste Automated Billing System (SWABS).

This handbook will assist you in logging into SWIMS; where you will access the "Invoice Data Submission (SWABS)" page; inputting your invoice data into SWABS, and accessing your month's activity once it becomes available for your viewing and payment. Please refer to this handbook for any time you need information regarding these procedures. If you have additional questions, please feel free to contact your County liaison (see Appendix: County Liaisons).

# SWABS PROCEDURES

## Step 1- Log In

An e-notification will be sent to your e-mail informing you that you can input data for the prior month's activity. For example, in October 2017, you will input the data from September 2017's activity. If you need assistance, please contact your County liaison (Appendix).

1. Go to the SWIMS website at [www.lacounty-swims.org](http://www.lacounty-swims.org). You may want to bookmark this page for future reference. From there, click on the "Log In" button in the upper right-hand corner.



2. A window will pop up. Type in your User ID and Password and click "Log In."

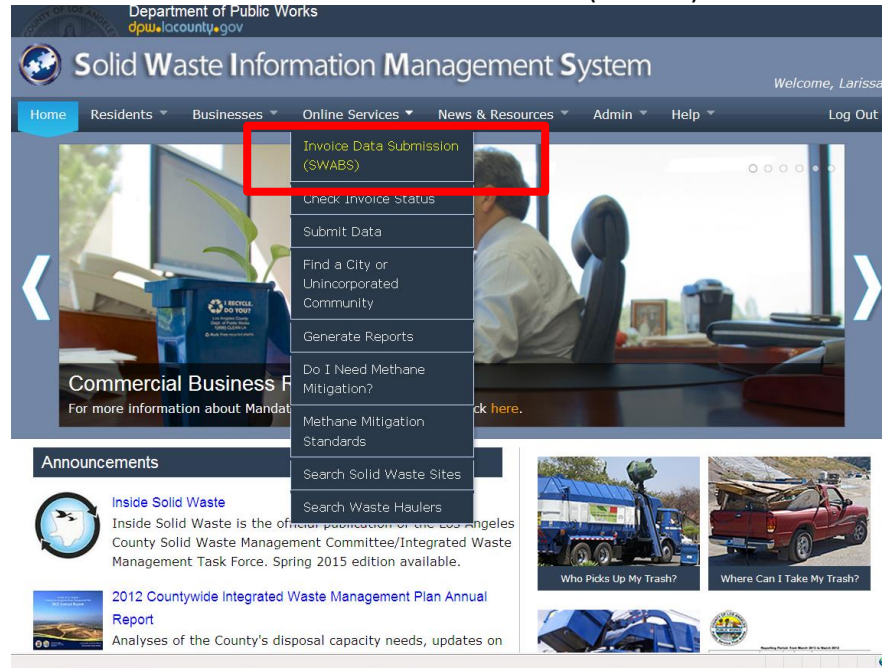
You will know you are logged in when you see a greeting with your name in the upper right hand corner.



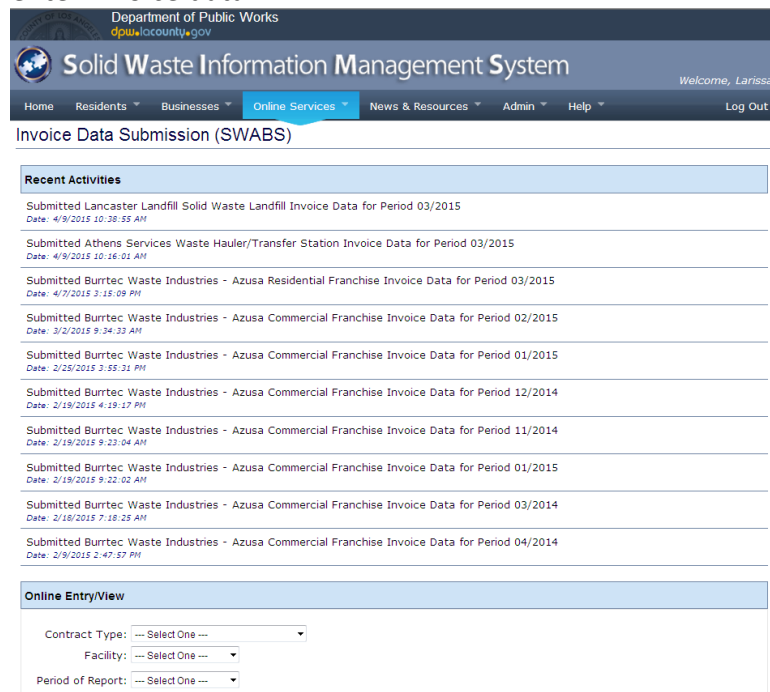
# SWABS PROCEDURES

## Step 2 – Invoice Data Submission

1. Go to “Online Services” → Invoice Data Submission (SWABS)”

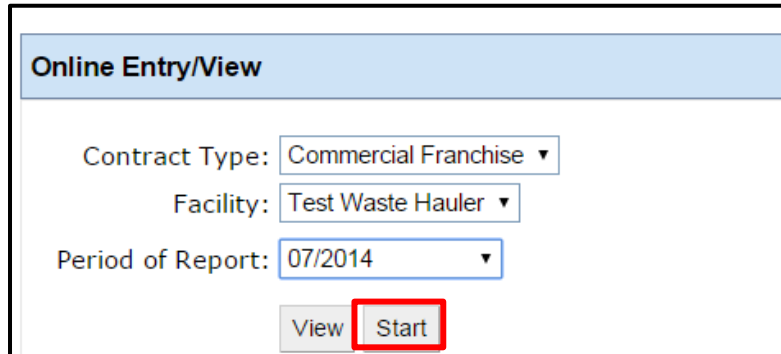


2. This will take you to the page where you can view your SWABS recent activity and select your criteria to enter invoice data:



# SWABS PROCEDURES


- Using the dropdowns, select the “Contract Type,” “Facility,” and “Period of Report” you wish to input data for and click “Start”



The screenshot shows a web form titled "Online Entry/View". It contains three dropdown menus: "Contract Type" set to "Commercial Franchise", "Facility" set to "Test Waste Hauler", and "Period of Report" set to "07/2014". Below the dropdowns are two buttons: "View" and "Start". The "Start" button is highlighted with a red border.

- Please input the appropriate data into the blank fields under “Fee Calculations” according to invoice type. The next few pages show examples of invoice types:
  - Commercial Waste Collection Franchise Fee Invoice
  - Residential Franchise Fee Invoice
  - Solid Waste Management Fee Invoice

# SWABS PROCEDURES



Department of Public Works  
dpuw.lacounty.gov

## Solid Waste Information Management System

Welcome, Larissa

Home
Residents
Businesses
Online Services
News & Resources
Admin
Help
Log Out

---

### Invoice Data Submission (SWABS)

Name: \_\_\_\_\_

SWIS No: \_\_\_\_\_

Contract No: \_\_\_\_\_

Franchise Area: \_\_\_\_\_

CUSTOMER NO	ADDRESS ID	INVOICE NO	INVOICE DATE
-----	-----	-----	09/08/2015

BILLING PERIOD: For the month of July 2015  
DUE DATE: 10/8/2015  
DELINQUENT DATE: 11/8/2015

Description

-- COMMERCIAL WASTE COLLECTION FRANCHISE FEE INVOICE --

LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 70.021 (AS ADOPTED OCTOBER 3, 2006)

**FEE INFORMATION:**  
The Franchisee shall pay a franchise fee to the County in such amount as may be determined by the Board of Supervisors, expressed as a percentage of the monthly gross receipts of the franchisee arising from the use, operation, or possession of the franchise. The current commercial franchise fee is 14% of gross receipts received during the billing period.

**FEE CALCULATION INSTRUCTIONS:**

1. Enter the total number of customers serviced during the billing period.
2. Insert monthly gross receipts.
3. Multiply monthly gross receipts by 14% to arrive at the amount due.

**FEE CALCULATIONS:**

Total number of customers:  (1)

Monthly gross receipts:  (2) TOTAL

Monthly gross receipts x.14 :  (3) TOTAL DUE

NAME:

DATE:

Pursuant to Los Angeles County Code Section 20.70.021 D, ... "In the event the franchisee fails to pay any franchise fee in full on or before the delinquency date, the franchisee shall pay a late payment charge equal to ten percent of the unpaid amount. As an additional late payment charge, an assessment of interest will accrue at the rate of two percent of the unpaid franchise fee due for each month, or any portion thereof, that the unpaid fee plus late payment charges remain delinquent."

FOR QUESTIONS CONTACT: Environmental Programs Division (626) 458-5990  
FOR THE HEARING IMPAIRED: TDD 1-800-735-2929

I understand that pursuant to the Los Angeles County Code, Chapter 20.70.021, that the computation of the amount of the franchise fee payment on this form has been completed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

Example 1: Commercial Waste Collection Franchise Fee Invoice Data Submission Page

# SWABS PROCEDURES

Department of Public Works  
dpuw.lacounty.gov

## Solid Waste Information Management System

Welcome, Larissa

Home Residents Businesses Online Services News & Resources Admin Help Log Out

### Invoice Data Submission (SWABS)

CUSTOMER NO	ADDRESS ID	INVOICE NO	INVOICE DATE
-----	-----		09/08/2015

**BILLING PERIOD:** For the month of July 2015  
**DUE DATE:** 10/8/2015  
**DELINQUENT DATE:** 11/8/2015

SWIS No  
Contract No  
Franchise Area

**Description**

-- RESIDENTIAL FRANCHISE FEE INVOICE --  
LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 70.021 (AS ADOPTED OCTOBER 3, 2006)

**FEE INFORMATION:**  
The Franchisee shall pay a franchise fee to the County in such amount as may be determined by the Board of Supervisors, expressed as a percentage of the monthly gross receipts of the franchisee arising from the use, operation, or possession of the franchise. The current commercial franchise fee is 10% of gross receipts received during the billing period.

**FEE CALCULATION INSTRUCTIONS:**

1. Enter the total number of customers serviced during the billing period.
2. Insert monthly gross receipts.
3. Multiply monthly gross receipts by 10% to arrive at the amount due.

**FEE CALCULATIONS:**

Total number of customers:	<input type="text"/>	(1)
Monthly gross receipts:	<input type="text"/>	(2) TOTAL
Monthly gross receipts x .10 :	<input type="text"/>	(3) TOTAL DUE

NAME:

DATE:

Pursuant to Los Angeles County Code Section 20.70.021 D, ... "In the event the franchisee fails to pay any franchise fee in full on or before the delinquency date, the franchisee shall pay a late payment charge equal to ten percent of the unpaid amount. As an additional late payment charge, an assessment of interest will accrue at the rate of two percent of the unpaid franchise fee due for each month, or any portion thereof, that the unpaid fee plus late payment charges remain delinquent."

FOR QUESTIONS CONTACT: Environmental Programs Division (626) 458-5990  
FOR THE HEARING IMPAIRED: TDD 1-800-735-2929

I understand that pursuant to the Los Angeles County Code, Chapter 20.70.021, that the computation of the amount of the franchise fee payment on this form has been completed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

Example 2: Residential Franchise Fee Invoice Data Submission Page



# SWABS PROCEDURES

Department of Public Works  
dpu.lacounty.gov

## Solid Waste Information Management System

Welcome, Larissa

Home Residents Businesses Online Services News & Resources Admin Help Log Out

### Invoice Data Submission (SWABS)

Name: **Test Landfill**  
 Facility Address  
 Some City, CA 90000  
 SWIS No: 19-AA-XXXX

CUSTOMER NO	ADDRESS ID	INVOICE NO	INVOICE DATE
			09/08/2015

BILLING PERIOD: For the month of July 2015  
 DUE DATE: 10/8/2015  
 DELINQUENT DATE: 11/8/2015

Description

-- SOLID WASTE MANAGEMENT FEE INVOICE --  
 LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 20.88.050 (b) (AS REVISED AND EFFECTIVE ON JANUARY 1, 2009).

**FEE CALCULATION INSTRUCTIONS:**  
 The Solid Waste Management Fee shall be \$1.50 per ton of solid waste disposed at the facility during the billing period. Please note that, if applicable, the tonnage used for this fee calculation must be equal to the tonnage reported to the State Board of Equalization (BOE) and the Los Angeles County Solid Waste Information Management System (SWIMS).

**FEE CALCULATIONS:**

Tonnage reported to the State BOE:	<input type="text"/>	TONS
Tonnage reported to L.A. County SWIMS:	<input type="text"/>	TONS
<input type="text"/> tons * \$1.50 per ton =	<input type="text"/>	TOTAL DUE

NAME:

DATE:

**PLEASE SUBMIT INVOICE DATA EVEN IF THE TOTAL FEE FOR THE THIS MONTH IS EQUAL TO ZERO (0). SOLID WASTE MANAGEMENT FEES BECOME DELINQUENT IF NOT PAID WITHIN 30 DAYS AFTER THE DUE DATE.** Pursuant to Los Angeles County Code Section 20.88.070 B.1, ... "Delinquent solid waste management fees shall subject the violator to an administrative penalty which shall be the lesser of: a) Ten percent of the delinquent amount for each month, or any portion thereof, that the fees are delinquent, or b) In any calendar year, \$100 for the first day any fees are delinquent, \$200 for the second day any fees are delinquent, and \$500 a day for each additional day that the fees are delinquent. Notwithstanding subsections a and b above, the penalty shall be no less than \$500 for each calendar month or part thereof that any fees are delinquent."

CUSTOMER SERVICE HOTLINE: (626) 458-5990  
 FOR THE HEARING IMPAIRED: TDD 1-800-735-2929

I understand that pursuant to the Los Angeles County Code, Chapter 20.88.050B, that the computation of the amount of the Solid Waste Management Fee payment on this form has been completed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

Example 3: Solid Waste Management Fee Invoice Data Submission Page

# SWABS PROCEDURES

4. After inputting the data, check the box at the bottom of the page to agree to the statement.

I understand that pursuant to [the Los Angeles County Code, Chapter 20.70.021](#), that the computation of the amount of the franchise fee payment on this form has been completed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

\*Note: Different invoice types will have different acknowledgement statements

5. Once you are satisfied with your data input, click “Submit” at the bottom of the page to submit your data.

I understand that pursuant to [the Los Angeles County Code, Chapter 20.70.021](#), that the computation of the amount of the franchise fee payment on this form has been completed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

6. Once successfully submitted, a “Confirmation Page” will appear. You may keep this page for your records. Please note that this is **NOT** your invoice. You will receive an e-notification informing you of when your invoice is ready for your review and remittance.

The screenshot shows a web browser window displaying the 'Solid Waste Information Management System' interface. The page title is 'Invoice Data Submittal Confirmation'. It includes a confirmation number (69129) and a warning: 'THIS IS NOT YOUR INVOICE. DO NOT SUBMIT THIS WITH PAYMENT.' The user information is: Name: Test Landfill, Facility Address: Some City, CA 90000, SWIS No: 19-44-XXXX, and Customer No: C002867. A summary table shows: Invoice Type: Solid Waste Landfill, Invoice Billing Period for the Month of: 07/2015, Data Submittal Date: 8/8/2015, and Your invoice total: \$1,500.00. The page concludes with 'Thank you for your submittal.' and an e-notification notice: 'An e-notice will be sent to you in the following month when your invoice is ready for review and payment.' A link is provided to view details of the submittal.

-- SUMMARY OF DATA SUBMITTAL --	
• Invoice Type:	Solid Waste Landfill
• Invoice Billing Period for the Month of:	07/2015
• Data Submittal Date:	8/8/2015
• Your invoice total:	\$1,500.00

# SWABS PROCEDURES

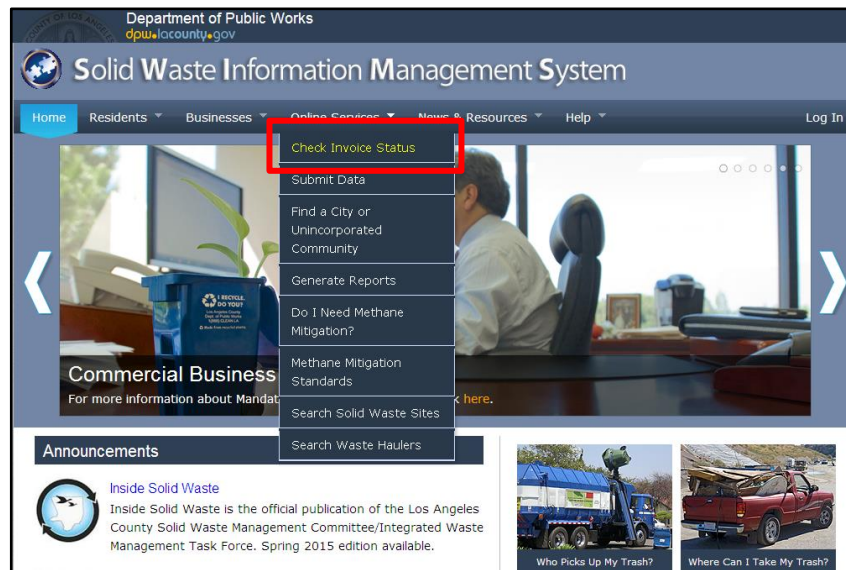
## Step 3 – Review Invoice and Remittance

1. In the following month, you will receive another e-notification informing you of when your invoice is ready for your review and payment. The notification will include the following link

<http://dpw.lacounty.gov/financial/invstat/Default.aspx>

-OR-

You can access your invoice through the SWIMS website by going to **Online Services → Check Invoice Status**



2. When you receive the e-notification, either click the link, use the address provided above, or go through the SWIMS website. Once you are on that page, type in your Customer Number and Address ID in the fields and click “Submit Inquiry.”

A screenshot of the DPW Customer - Invoice Payment Status Inquiry form. The form is titled 'DPW Customer - Invoice Payment Status Inquiry' and has links for 'IPSI Home', 'FAQ', and 'Contact Us'. It asks the user to 'Please enter your Customer Number and Address ID to login.' There are two input fields: 'Customer Number' and 'Address ID', both with question mark icons. Below the fields are two buttons: 'Submit Inquiry' (highlighted in a red box) and 'Clear Form'. At the bottom, there is a section titled 'Where can I find Customer Number/Address ID?' with a link 'Click Here for help or call (626)458-5990 for assistance.' and a note: 'For efficient posting of your payment, please ensure that payments are mailed to the specific remittance address indicated on each invoice and that invoice numbers being paid are clearly identified.'

# SWABS PROCEDURES

\*Note: If you do not know your Customer No. or Address ID, please contact your County liaison (see Appendix) or click on the link or call the number provided at the bottom of the page.

Customer Number:  ?

Address ID:  ?

Where can I find Customer Number/Address ID?  
Having difficulty locating your Customer Number/Address ID?  
[Click Here](#) for help or call (626)458-5990 for assistance.  
💡 For efficient posting of your payment, please ensure that payments are mailed to the specific remittance address indicated on each invoice and that invoice numbers being paid are clearly identified.

3. You will be taken to a page that lists the statuses of all of your invoices, both current and past. Click on the invoice number under the left-hand column labeled "Invoice Number" you wish to view. You can refer to the right-most column labeled "Invoice Status" to see which invoices are "Unpaid."

Current Address			Customer No. / Address ID			
Test waste hauler 900 S. Fremont Alhambra, CA 91803			C000000 / PW123456789			
			Printable View		Results per page 10	
Invoice Number*	Invoice Post Date	Amount	Last Payment Post Date	Total Amount Paid	Balance Due	Invoice Status
12345678910	11/05/2015	\$1,234.00			\$1,234.00	UNPAID
12345678911	10/07/2015	\$1,432.00	10/28/2015	(\$1,432.00)	\$0.00	PAID
MASW1234565	12/18/2014	\$1.00	12/28/2014	(\$1.00)	\$0.00	PAID
MASW1234564	12/17/2014	\$1.00	12/28/2014	(\$1.00)	\$0.00	PAID
MASW1234563	11/18/2014	\$1.00	11/26/2014	(\$1.00)	\$0.00	PAID
MASW1234562	11/12/2014	\$1.00	11/26/2014	(\$1.00)	\$0.00	PAID
MASW1234561	10/15/2014	\$1.00	10/21/2014	(\$1.00)	\$0.00	PAID
MASW1234560	10/09/2014	\$1.00	10/21/2014	(\$1.00)	\$0.00	PAID
MASW1234559	09/15/2014	\$1.00	09/29/2014	(\$1.00)	\$0.00	PAID

# SWABS PROCEDURES

4. After clicking on the invoice number, you will see a PDF version of your invoice. You may download and print your invoice. **When submitting payment, it is important that you note the address. You will send your payment with invoice stub to:**

County of Los Angeles Department of Public Works  
P.O. Box 2399,  
Los Angeles, CA 90051-0399

Please make checks payable to:  
County of Los Angeles Department of Public Works

**Please do not mail it to the previous address you have been using.**



If you have any questions, please contact your County liaison (Appendix).

# SWABS PROCEDURES

The following pages depict sample invoices and their accompanying Invoice Details. These are available through IPSI and you will receive a copy of them in the mail. We have included examples for the following invoice types:


- Commercial Waste Collection Franchise Fee Invoice
- Residential Franchise Fee Invoice
- Solid Waste Management Fee Invoice

Customer No.  
Address ID

 <b>COUNTY OF LOS ANGELES</b> <b>DEPARTMENT OF PUBLIC WORKS</b> 900 SOUTH FREMONT AVENUE, ALHAMBRA, CALIFORNIA 91803	INVOICE NO:	RE - PW - 15041405334
	INVOICE DATE:	04/14/15
	CUSTOMER NO:	
	ADDRESS ID:	
	AMOUNT DUE:	\$2,340.00
<b>CUSTOMER NAME:</b> <b>CUSTOMER ADDRESS:</b>		
<b>BILLING PERIOD:</b> FEBRUARY 2015		
<b>DRAWDOWN GROUP:</b> BU <b>DRAWDOWN DESCRIPTION:</b>		
<b>INVOICE SUMMARY</b>		
<b>DESCRIPTION</b>		<b>AMOUNT</b>
TOTAL FEES		\$2,340.00
		<b>TOTAL AMOUNT DUE: \$2,340.00</b>
<b>PROJECT NO.</b> WB355C0004	<b>PROJECT DESCRIPTION</b> BILLING - SWMF - COM FRANCHISE - ALL CUA	<b>CONTRACT NO.</b>
USE AND PAYABLE WITHIN 30 DAYS OF INVOICE DATE CUSTOMER SERVICE HOTLINE: (626) 458-5990 FOR THE HEARING IMPAIRED: TDD 1-800-735-2929		
<small>FOR DEPARTMENT OF PUBLIC WORKS USE ONLY</small> AR DEPT / OFRD: - FUND: DSA RSRC GC1 - Public Works-Solid Waste Management Fund - 5355 - Franchise		
<small>PLEASE RETAIN THIS PORTION FOR YOUR FILES</small> <small>DETACH AND MAIL BOTTOM PORTION OF THIS INVOICE WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE</small> <small>IF PAYMENT IS FOR MULTIPLE INVOICES, PLEASE INCLUDE OR LIST ALL INVOICES TO ENSURE PROPER CREDIT TO YOUR ACCOUNT</small>		
 <b>COUNTY OF LOS ANGELES</b> <b>DEPARTMENT OF PUBLIC WORKS</b> 900 SOUTH FREMONT AVENUE, ALHAMBRA, CALIFORNIA 91803	INVOICE NO: RE - PW - 15041405334 INVOICE DATE: 04/14/15 CUSTOMER NO: C002681 ADDRESS ID: PW265395001 AMOUNT DUE:	<b>Invoice Stub</b>
<input type="checkbox"/> *X THE BOX IF YOUR NAME, ADDRESS OR TELEPHONE HAS CHANGED PLEASE MAKE THESE CHANGES TO YOUR NAME OR ADDRESS PRINTED BELOW		
<b>PAYMENT METHOD</b> <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER PLEASE WRITE INVOICE NUMBER ON FRONT OF CHECK OR MONEY ORDER. DO NOT MAIL CASH.		
PLEASE MAKE CHECKS PAYABLE TO: COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS FISCAL DIVISION P.O. BOX 2399 LOS ANGELES CALIFORNIA 90051-0399		
670101504140533400000000000002340000023400031055		

Example 4: Commercial Waste Collection Franchise Fee Invoice

# SWABS PROCEDURES



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**  
 900 SOUTH FREMONT AVENUE, ALHAMBRA, CALIFORNIA 91803

Name: \_\_\_\_\_

Waste Collector Permit No.: \_\_\_\_\_

Contract Number: \_\_\_\_\_

CUSTOMER ACCOUNT		INVOICE	
CUSTOMER NO.	ADDRESS ID NO.	NUMBER	DATE
		RE - PW - 15041405334	04/14/15

BILLING PERIOD: FEBRUARY 2015  
 DUE DATE: 05/14/2015  
 DELINQUENT DATE: 06/13/2015

**INVOICE DETAIL**

-- COMMERCIAL WASTE COLLECTION FRANCHISE FEE INVOICE --  
 LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 70.021 (AS ADOPTED OCTOBER 3, 2006)

**FEE INFORMATION**

The Franchisee shall pay a franchise fee to the County in such amount as may be determined by the Board of Supervisors, expressed as a percentage of the monthly gross receipts of the franchisee arising from the use, operation, or possession of the franchise. The current commercial franchise fee is 12% of gross receipts received during the billing period.

**FEE CALCULATION INSTRUCTIONS:**

1. Enter the total number of customers.
2. Insert monthly gross receipts.
3. Multiply monthly gross receipts by 12% to arrive at the amount due.

**FEE CALCULATIONS:**

Total number of customers	120		(1)
Monthly gross receipts	\$ 6,500.00	Total	(2)
Monthly gross receipts x 12%	\$ 2,340.00	Total Due	(3)

The calculation of the amount of the franchise fee payment on this form has been completed in accordance with Los Angeles County Code, Chapter 20.70.021, and the information provided is true and accurate to the best of my knowledge.

Print Name: Larissa Yu

Date: 01/20/2015

Pursuant to Los Angeles County Code Section 20.70.021 D, ... "In the event the franchisee fails to pay any franchise fee in full on or before the delinquency date, the franchisee shall pay a late payment charge equal to ten percent of the unpaid amount. As an additional late payment charge, an assessment of interest will accrue at the rate of two percent of the unpaid franchise fee due for each month, or any portion thereof, that the unpaid fee plus late payment charges remain delinquent."

CUSTOMER SERVICE HOTLINE: (626) 458-5990  
 FOR THE HEARING IMPAIRED: TDD 1-800-735-2929


Revenue Source: 8355
Project No: W8355C0004
FUND: GD1-SOLID WASTE MANAGEMENT

Data Entered



Example 5: Commercial Waste Collection Franchise Fee Invoice Detail

# SWABS PROCEDURES



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS**  
900 SOUTH FREMONT AVENUE, ALHAMBRA, CALIFORNIA 91803

INVOICE NO: RE - PW - 1507080533  
 INVOICE DATE: 07/08/14  
 CUSTOMER NO:  
 ADDRESS ID:  
 AMOUNT DUE: \$18,500.00

**CUSTOMER NAME:**  
**CUSTOMER ADDRESS:**

**BILLING PERIOD:** MAY 2014

**DRAWDOWN GROUP:** BU  
**DRAWDOWN DESCRIPTION:**

**INVOICE SUMMARY**

DESCRIPTION	AMOUNT
TOTAL FEES	\$18,500.00
<b>TOTAL AMOUNT DUE: \$18,500.00</b>	

PROJECT NO.      PROJECT DESCRIPTION      CONTRACT NO.


DUE AND PAYABLE WITHIN 30 DAYS OF INVOICE DATE  
 CUSTOMER SERVICE HOTLINE:(626) 458-5990  
 FOR THE HEARING IMPAIRED: TDD 1-800-735-2929

FOR DEPARTMENT OF PUBLIC WORKS USE ONLY

AR DEPT / DPRO: -	DSA	RSRC	\$18,500.00
FUND	-	3355 - Franchise	
GD1 - Public Works-Solid Waste Management Fund			

PLEASE RETAIN THIS PORTION FOR YOUR FILES  
 COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS P.O. BOX 2399 LOS ANGELES, CA 90051-0399

DETACH AND MAIL BOTTOM PORTION OF THIS INVOICE WITH YOUR PAYMENT IN THE ENCLOSED ENVELOPE  
 IF PAYMENT IS FOR MULTIPLE INVOICES, PLEASE INCLUDE OR LIST ALL INVOICES TO ENSURE PROPER CREDIT TO YOUR ACCOUNT



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS**  
900 SOUTH FREMONT AVENUE, ALHAMBRA, CALIFORNIA 91803

INVOICE NO: RE - PW - 15070805334  
 INVOICE DATE: 07/08/14  
 CUSTOMER NO:  
 ADDRESS ID:  
 AMOUNT DUE: \$18,500.00

\*X THE BOX IF YOUR NAME, ADDRESS OR TELEPHONE HAS CHANGED  
 PLEASE MAKE THESE CHANGES TO YOUR NAME OR ADDRESS PRINTED BELOW

**PAYMENT METHOD**

CHECK       MONEY ORDER

PLEASE WRITE INVOICE NUMBER ON FRONT OF CHECK OR MONEY ORDER. DO NOT MAIL CASH.

AMOUNT ENCLOSED: \$ \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO:  
 COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
 FISCAL DIVISION  
 P.O. BOX 2399  
 LOS ANGELES CALIFORNIA 90051-0399

690101507080533400000000000018500000185000036077


Customer No.  
Address ID

Invoice stub

Example 6: Residential Franchise Fee Invoice



# SWABS PROCEDURES



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**  
 900 SOUTH FREMONT AVENUE, ALHAMBRA, CALIFORNIA 91803

Name: \_\_\_\_\_

Waste Collector Permit No. \_\_\_\_\_

Contract Number: \_\_\_\_\_

Franchise Area: \_\_\_\_\_

CUSTOMER ACCOUNT		INVOICE	
CUSTOMER NO.	ADDRESS ID NO.	NUMBER	DATE
		RE - PW - 15070805334	07/08/14

BILLING PERIOD: MAY 2014  
 DUE DATE: 08/07/2014  
 DELINQUENT DATE: 09/08/2014

**INVOICE DETAIL**

-- RESIDENTIAL FRANCHISE FEE INVOICE --  
 LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 70.021 (AS ADOPTED OCTOBER 3, 2006)

**FEE INFORMATION**

The Franchisee shall pay a franchise fee to the County in such amount as may be determined by the Board of Supervisors, expressed as a percentage of the monthly gross receipts of the franchisee arising from the use, operation, or possession of the franchise. The current residential franchise fee is 10% of gross receipts received during the billing period.

**FEE CALCULATION INSTRUCTIONS:**

1. Enter the total number of customers.
2. Insert monthly gross receipts.
3. Multiply monthly gross receipts by 10% to arrive at the amount due.

**FEE CALCULATIONS:**

Total number of customers	2,500		(1)	
Monthly gross receipts	\$ 185,000.00	Total	(2)	
Monthly gross receipts x 10%	\$ 18,500.00	Total Due	(3)	

The calculation of the amount of the franchise fee payment on this form has been completed in accordance with Los Angeles County Code, Chapter 20.70.021, and the information provided is true and accurate to the best of my knowledge.

Larissa Yu

Print Name: \_\_\_\_\_

Date: 03/03/2015

Pursuant to Los Angeles County Code Section 20.70.021 D, ... "In the event the franchisee fails to pay any franchise fee in full on or before the delinquency date, the franchisee shall pay a late payment charge equal to ten percent of the unpaid amount. As an additional late payment charge, an assessment of interest will accrue at the rate of two percent of the unpaid franchise fee due for each month, or any portion thereof, that the unpaid fee plus late payment charges remain delinquent."

CUSTOMER SERVICE HOTLINE: (626) 458-5990  
 FOR THE HEARING IMPAIRED: TDD 1-800-735-2929

Revenue Source: 8355
Project No: W8355R0001
FUND: GD1-SOLID WASTE MANAGEMENT


Data Entered



Example 7: Residential Franchise Fee Invoice Detail



# SWABS PROCEDURES



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC WORKS**  
 900 SOUTH FREMONT AVENUE, ALHAMBRA, CALIFORNIA 91803

CUSTOMER ACCOUNT	INVOICE
CUSTOMER NO. ADDRESS ID NO.	NUMBER DATE
	RE - PW - 15020505340 03/10/15

Name: \_\_\_\_\_

SWIS Number: \_\_\_\_\_

BILLING PERIOD: JANUARY 2015  
 DUE DATE: 04/09/2015  
 DELINQUENT DATE: 05/09/2015

**INVOICE DETAIL**

**-- SOLID WASTE MANAGEMENT FEE INVOICE --**  
 LOS ANGELES COUNTY CODE TITLE 20 - CHAPTER 20.88.050 (b) (AS REVISED AND EFFECTIVE ON JANUARY 1, 2009).

**FEE CALCULATION INSTRUCTIONS**  
 The Solid Waste Management Fee shall be \$1.50 per ton of solid waste disposed at the facility during the billing period. Please note that, if applicable, the tonnage used for this fee calculation must be equal to the State Board of Equalization (BOE) and the Los Angeles County Solid Waste Information System (SWIMS).

**FEE CALCULATIONS:**

Tonnage reported to the State BOE:	350,000	Tons
Tonnage reported to L.A. County SWIMS:	250,000	Tons
<u>250,000</u> tons * \$1.50 per ton =		<u>\$375,000.00</u> Total Due

I understand that pursuant to the Los Angeles County Code, Chapter 20.88, all solid waste landfilled or transformed in the County of Los Angeles, or received, collected, conveyed, or hauled to a location outside Los Angeles County is subject to the Los Angeles County Solid Waste Management Fee. This form has been completed in accordance with all applicable laws and regulations and, to the best of my knowledge, is true and correct.

Larissa Yu

Print Name: \_\_\_\_\_

Date: 03/05/2015

**SOLID WASTE MANAGEMENT FEES BECOME DELINQUENT IF NOT PAID WITHIN 30 DAYS AFTER THE DUE DATE.** Pursuant to Los Angeles County Code Section 20.88.070 B.1, ... "Delinquent solid waste management fees shall subject the violator to an administrative penalty which shall be the lesser of: a) Ten percent of the delinquent amount for each month, or any portion thereof, that the fees are delinquent, or b) in any calendar year, \$100 for the first day any fees are delinquent, \$200 for the second day any fees are delinquent, and \$500 a day for each additional day that the fees are delinquent. Notwithstanding subsections a and b above, the penalty shall be no less than \$500 for each calendar month or part thereof that any fees are delinquent."

CUSTOMER SERVICE HOTLINE: (626) 458-6990  
 FOR THE HEARING IMPAIRED: TDD 1-800-735-2929

Revenue Source: 9404
Project No: W9404L0001
FUND: GD1-SOLID WASTE MANAGEMENT

Example 9: Solid Waste Management Fee Invoice Detail

# APPENDIX

## SWABS Schedule

Invoice Billing Period	Customers Data Submittal Period (2 <sup>nd</sup> to last County business day)	Invoice Ready for Payment	Invoice Due Date	Delinquent Date
September 2015	10/01-10/28/2015	11/09/15	12/05/15	01/04/16
October 2015	11/01-11/24/2015	12/09/15	01/06/16	02/05/16
November 2015	12/01-12/30/2015	01/11/16	02/05/16	03/06/16
December 2015	01/01-01/27/2015	02/09/16	03/05/16	04/04/16

# APPENDIX

## County Liaisons

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If you have any questions regarding SWABS, please contact your County liaison. They are ready to assist you in successfully navigating the Solid Waste Automated Billing System. The list below provides you current contacts for the different County fees. Please contact the appropriate liaison for the invoice type you have an inquiry for.

Invoice Type	County Liaison
Commercial Waste Collection Franchise Fee Invoice	Sharon Kong (Primary) (626) 458-4535 skong@dpw.lacounty.gov  Vivian Hoang (Alternate) (626) 458-2539 vhoang@dpw.lacounty.gov
Residential Franchise Fee Invoice	Fonda Khuu (Primary) (626) 458-3527 fkhuu@dpw.lacounty.gov  Christine Wong (Alternate) (626) 458-2539 ccwong@dpw.lacounty.gov
Waste Hauler Invoice Transformation Facility Invoice Inert Waste Facility Invoice Waste Hauler Transloading Invoice Transfer/Processing Station Invoice Waste Diversion Program Fee Invoice Solid Waste Landfill Invoice Countywide Disposal Enhancement Invoice Illegal Dumping Program Fee Invoice	Noel Lam(Primary) (626) 458-7062 nlam@dpw.lacounty.gov  Duc Bui (Alternate) (626) 458-3584 dubui@dpw.lacounty.gov