PECFA Claim Completion Instructions

July 2013

PECFA CLAIM PREPARATION

The attached materials are for your use in completing an application for reimbursement of costs incurred in carrying out a remedial action necessitated due to a discharge from an eligible underground or aboveground petroleum product storage tank system or a home heating oil tank. Eligible applications are reimbursed through the Petroleum Environmental Cleanup Fund Award (PECFA).

All costs reported for reimbursement must have actually been paid for by the claimant, or in the case of an agent, by that person.

The following standard forms have been developed for your use in completing your claim for reimbursement under ch. SPS 347, Wis. Admin. Code. Each claim submitted shall include all of the following information specified in items 1 through 6:

1. 4400-291 Remedial Action Fund Application – This form is used to identify who the claimant is, where the cleanup is, what steps are being claimed and the dollar value of the claim.

2. 4400-293 Assignment of PECFA Reimbursement – This form is used to document the assignment of reimbursement to a party other than the claimant. If the claimant has a loan with a financial institution, proceeds can be sent directly to the institution with the completion of this form. The check which is paid, based upon the claim, will be made out in both the name of the owner and assignee, and will be sent directly to the assignee. Every claimant is required to complete Form 7 in order to distinguish whether or not an assignment is requested.

3. Substitute Form W9 (Request for Taxpayer Identification Number (TIN) Verification). This information will be used to process the reimbursement check. The information you provide on the W9 is the information that will be reported to the Department of Revenue. You must provide the remit to address if it is different from the primary address.

4. Standardized Usual & Customary Invoice – This form shall be completed for each invoice submitted in a claim, with the following information attached: Consultant invoice (unless using Standardized U&C invoice as their own), sub-contractor invoices, chain of custody, boring logs, weight tickets, well abandonment forms, etc., (when these costs are invoiced), FOR COSTS AFTER 5-1-06 AND YOUR SITE IS REQUIRED TO PERFORM ACTIVITIES FOLLOWING THE U&C SCHEDULE.

5. 4400-297 PECFA Claim Submittal Information - This form is to identify the contact person(s) that prepared the claim in the event there are questions during the claim review process.

6. 4400-295 PECFA Claim Submittal Checklist - This form verifies that the claim preparer has provided and verified that all applicable information necessary to review the claim has been included in the claim package.

In addition to the standard forms, there is an additional form, which has been developed to deal with special situations. Submit this form if the situation dictates or requested by the DNR.
• **4400 – 292 Agent Assignment Certification** – If an owner or operator is unable to carry out or pay for a cleanup, they may designate an agent to take charge of and complete the cleanup. The agent will be responsible for paying for the cleanup and submitting the claim under the program. The check which is paid, based upon the agent’s claim, will be made out in both the name of the owner and the agent. **The use of an agent must be approved by DNR prior to claim submittal. To obtain agent status, a letter signed by both the RP and the person requesting Agent status, must be submitted to PECFA prior to any claim submittal.**

**SUBMITTAL OF THE PECFA CLAIM**

Forms required by the DNR to be submitted with all claims:

- 4400-291 Remedial Action Fund Application
- 4400-293 Assignment of PECFA Reimbursement
- Substitute Form W9 Request for Taxpayer Identification (TIN) Verification
- Standardized Usual & Customary Invoice
- 4400 – 297 PECFA Claim Submittal Information
- 4400 – 295 PECFA Claim Submittal Checklist

Forms required to be submitted with the claim if circumstances dictate:

- 4400 - 296 Agent Assignment Certification

If the claimant wishes to designate an agent to take charge of and complete the cleanup. The agent will be responsible for paying for the cleanup and submitting the claim.

**BEFORE SENDING THE CLAIM:**

Please fill out the PECFA Claim Submittal Checklist to assure all required items are included in the claim. Once the checklist is completed, and all other required items are included, send the completed claim to:

**DEPARTMENT OF NATURAL RESOURCES**
**REMEDIAITION AND REDEVELOPMENT PROGRAM**
**PECFA**
**P. O. Box 8044**
**Madison, Wisconsin 53708-8044**
**FAX: (608) 267-7646**

If you have any questions concerning the PECFA Claim Package or the program in general, please contact the DNR’s PECFA program. Contact information is available at: [dnr.wi.gov/topic/Brownfields/pecfa.html](http://dnr.wi.gov/topic/Brownfields/pecfa.html)