

Note: In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

Return completed checklist with claim packet to:

Wisconsin Department of Natural Resources
PECFA - Remediation and Redevelopment Program
PO Box 7921 Madison, WI 53707-7921
Fax: 608-267-7646
dnr.wi.gov/topic/Brownfields/pecfa.html

PECFA Claim Submittal Checklist
Form 4400-295 (R 11/18)

Claims may also be submitted electronically to Tim Prosa at Timothy.Prosa@Wisconsin.gov

Notice: Pursuant to Wis. Admin. s. NR 747.12(2), this form must be completed and submitted with every PECFA reimbursement claim filed with the Department of Natural Resources (DNR). Incomplete claims may delay processing, change the schedule of review or be returned. Items listed below that are not included or verified as part of a claim may result in an incomplete claim. Before submitting your PECFA claim, make sure all of the required items are included or verified.

PECFA Number: _____ - _____ - _____

For all claims, include:

- PECFA - Remedial Action Fund Application ([4400-291](#))
- Current [IRS Form W9](#) with claimant's signature. If the claimant is brand new to the program, a STAR Vender Form DOA-6460 must also be submitted. If the claimant is an existing participant, but their information needs updated, a revised IRS Form W-9 must be submitted, as well as Vendor Update Form(s) for address change, supplier name, and tax ID change as appropriate. These forms can be found on the [DNR's PECFA webpage](#) under the "Documents" tab. If submitting claims electronically, please provide these forms as separate PDFs.
- Copies of all reports pertinent to the claim being submitted.
- Copies of Usual & Customary Cost Standardized Invoices, including
 - a. All documentation verifying costs claimed (e.g. sub-contractor invoices, company generated invoices, weight tickets, well abandonment forms, etc.)
 - b. Proof of payment for all contractor/sub-contractor invoices. Documentation can be a copy of a cancelled check or money order and should be attached to the corresponding invoice. A signed Promissory Note ([4400-306](#)) can serve as alternative proof of payment.
 - c. Documentation of DNR approved variances, where required, for activities not on the [Usual & Customary Cost Schedule](#).
- Copies of certificates of insurance for laboratories and drilling firms performing work associated with costs claimed. Certificates provided should show effective dates that coincide with dates work was performed.
- The DNR-approved methodology for sites where ineligible product has been identified within an eligible contaminant plume.

If lending institution involvement, include:

- PECFA - Assignment of Reimbursement ([4400-293](#)), if lending institution involved
- Copy of the claimant's loan contract(s) and loan transaction history, for all fees and interest claimed.

If this is the first claim, include:

- Copy Tank Closure Assessment Report and Closure Checklist.
- Copy of Tank Registration forms (TR-WM-137 and TRWM-118, available through [Department of Agriculture, Trade and Consumer Protection](#)) for all tanks known to have been on the site.

If this is the final claim, include:

- Copy of the Closure/No Further Action Letter

See [RR-946](#) for more information regarding forms.

Certification

NOTE: If required items are not available, provide a detailed written explanation.

As preparer, I certify that I have verified all applicable information for this claim, as indicated above

Signature of Claim Preparer	Printed name of Claim Prepare	Date Signed
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