

PECFA Forms

October 2018

RR-946

The descriptions below are provided to assist customers in completing forms associated with the Petroleum Environmental Cleanup Fund Award (PECFA) program. All forms and additional information can be found at dnr.wi.gov and search "PECFA".

1. [4400-290 PECFA Deductible Financial Hardship Application](#) – This application and financial worksheet allows claimants to apply for a reduction and/or deferral of the PECFA deductible due to financial hardship, as provided for under Wis. Admin, s. NR 747.24.
2. [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. All costs reported for reimbursement must have been paid for by the claimant or agent. This form is required with each claim submitted.
3. [4400-292 PECFA Agent Assignment](#) - 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, this form must be completed and approved by the DNR.
4. [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.
5. [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. This form is required with each claim submitted.
6. [4400-309 PECFA Consultant Registration](#) – This form must be submitted by a consultant and approved by the DNR in order for the consultant to provide professional level services related to work reimbursed under PECFA. Consultants must also be registered with the Department of Safety and Professional Services. New registration requires a fee of \$70 and renewals are \$50. Registrations expire two years from the date of issuance. This form must be submitted prior to commencing work.
7. [4400-310 PECFA Consulting Firm Registration](#) - This form must be submitted by a consulting firm and approved by the DNR in order for the firm to provide professional level services related to work reimbursed under PECFA. Firms must also be registered with the Department of Safety and Professional Services and employee at least one PECFA-registered consultant. New registration requires a fee of \$70 and renewals are \$50. Registrations expire two years from the date of issuance. This form must be submitted prior to commencing work.
8. [4400-306 Promissory Note](#) – This form can serve as documentation of alternate proof of payment for costs submitted for reimbursement. The promissory note must be signed by both the payer (Consultant/Agent) and payee (Subcontractor/Commodity Provider) to be accepted. The payer is liable for any costs over the approved PECFA reimbursement.
9. **IRS Form W9 (Request for Taxpayer Identification Number (TIN) Verification) and DOA STARVendor Forms.** This information will be used to process the reimbursement check and will be reported to the Department of Revenue. A copy of the current (signed in the current calendar year) [IRS Form W9](#) with claimant's signature must be submitted with every claim. If the claimant is brand new to the program, a STAR Vendor 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. The information provided on all forms must match and must be signed by the claimant. Claimants must provide the "remit to" address if it is different from the primary address. If submitting a claim electronically, please include the these forms as a separate PDF.



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dnr.wi.gov, search "pecfa"



10. **Standardized Usual & Customary Invoice** – This form shall be completed for each invoice submitted in a claim, with the following attachments: 1) Consultant invoice, unless using Standardized U&C invoice; 2) sub-contractor invoices; and 3) chain of custody, boring logs, weight tickets, well abandonment forms, etc. when these costs are invoiced. All costs are required to follow the U&C Schedule, unless a variance is approved by the DNR project manager.