

INSTRUCTIONS FOR COMPLETING THE PAYMENT REQUEST FORM

(SEND THIS FORM TO THE PETROLEUM STORAGE TANK INSURANCE FUND EACH TIME YOU SEND US INVOICES)

Top Section of Form:

“Invoice(s) total” is the sum of all invoices submitted, including costs that may not be eligible.

Fill in the ST number, Claim number if you know it, and the name by which the site was identified when the claim was made.

Tell us which cost approval the invoices apply to. You may use either the date of our cost approval letter, or the amount of money we agreed to pay, in the “PSTIF Approval Amount or Date” field(s). Then tell us, in the “Allocation of Invoiced Amount” blank(s), how much of the cost on the invoices should be allocated to that pre-approval commitment from us.

Example: We issued a letter approving estimated costs of \$20,000 for site characterization and \$5,000 for a year of groundwater monitoring. You submit invoices totaling \$22,000 for site characterization and groundwater monitoring. Your invoices include \$19,000 for site characterization activities and \$3,000 for groundwater monitoring. The entries would look like this:

Invoice(s) total: \$22,000.00 for:

ST9876542 **Claim No.** 10099 **Site Name:** John’s Gas Station

PSTIF Approval Amount or Date: (1) \$20,000.00 (2) \$5,000.00 (3)

Allocation of Invoiced Amount: (1) \$19,000.00 (2) \$3,000.00 (3)

Middle Section of Form:

This should be signed by the consultant you hired to plan and conduct the cleanup, and who is billing you for those services.

Bottom Section of Form:

Tell us who to make the check payable to. If you want the check made jointly payable to both you and your consultant, tell us here.

Tell us where to mail the check.

Initial only if you currently own the real estate.

Sign and mail to:

Petroleum Storage Tank Insurance Fund, PO Box 104116, Jefferson City, MO 65110-4116.