

HELPFUL SUGGESTIONS

A completed Claim Form is required before any payment will be issued. See revised form on the PSTIF web site.

Consultant or Contractor invoices must be made out to the Fund participant or beneficiary.

Please include all required backup invoices, such as a copy of the bill for actual disposal (landfill or water), laboratory analysis, and drilling invoices. Landfill invoices must indicate both the quantity and dollar amount on the invoices.

If laboratory invoices are submitted, be sure to include the analytical data and reports.

On tank closures, we require the invoices for the tank removal and disposal costs, even though these are not Fund eligible expenses.

A lien waiver, proof of payment or joint-pay request is required for work performed on sites where the Fund participant or beneficiary is not the landowner.

Clearly itemize excavation and hauling expenses. We need total weight or volume and charge per ton or yard.

Clearly itemize backfill and hauling expenses. We need total weight or volume and the charge per ton or yard.

Clearly itemize consulting time and reporting charges. Time sheets may be required.

Clearly itemize charges for multiple activities. For example, site characterization and well monitoring are separate activities; therefore, consulting time and reporting charges should be allocated accordingly.

Be sure to include reports and analytical data (closure reports, groundwater monitoring reports, free product recovery, etc.)