



Linda S. Adams  
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# State Water Resources Control Board



Arnold Schwarzenegger  
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## Division of Financial Assistance

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(800) 813-FUND (3863) ♦ FAX (916) 341-5806 ♦ [www.waterboards.ca.gov/water\\_issues/programs/ustcf](http://www.waterboards.ca.gov/water_issues/programs/ustcf)

July 27, 2010

To: Underground Storage Tank (UST) Cleanup Fund (Fund) Claimants and Interested Parties

### IMPORTANT NOTICE – NEW PROOF OF PAYMENT CERTIFICATION FORM

In accordance with Fund Regulations Section 2812(g), claimants must provide payment to vendors for costs reimbursed by the Fund within 30 days of receipt of the Fund's reimbursement check. To verify compliance with this requirement, the Fund requires claimants to provide proof of payment within 60 days from the date of the Fund's reimbursement check. To assist claimants with meeting these requirements and to expedite the reimbursement process, the Fund has created the new Proof of Payment Certification Form. The new form can be found on the Fund's web site at:

[http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/forms.shtml](http://www.waterboards.ca.gov/water_issues/programs/ustcf/forms.shtml).

The Proof of Payment Certification Form will be the Fund's preferred method of proof of payment documentation, unless notified otherwise. The new form retains a similar appearance to the Proof of Payment Affidavit Form, but differs in that the Fund is no longer requesting specific check information.

Although the Fund is using this new form, the Fund reserves the right to request additional documentation pertaining to proof of payment (i.e., cancelled checks, vendor affidavits, etc.) on an as needed basis. Claimants are subject to audit and must retain all records, including proof of payment documentation, associated with the claim for three years after the final payment is made by the Fund, as stated in Fund Regulations Section 2811.2(k).

The new form does not require a vendor signature, but **must** be signed by the claimant(s) in order to be accepted as proof of payment by the Fund. Completed forms can be submitted electronically to [USTCF\\_payments@waterboards.ca.gov](mailto:USTCF_payments@waterboards.ca.gov) or faxed to (916) 341-5806.

Failure to provide the information necessary to resolve any proof of payment issues will result in the suspension of payment and/or the claim. Vendors not receiving payment for costs reimbursed by the Fund can submit a formal complaint to the Fund, which may lead to an investigation of the claim.

If you have questions, please contact the Fund at (800) 813-FUND (3863) or by e-mail at [USTCleanupFund@waterboards.ca.gov](mailto:USTCleanupFund@waterboards.ca.gov). Additional Fund related information, can be found on the web site at: [http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/](http://www.waterboards.ca.gov/water_issues/programs/ustcf/).

Sincerely,

John Russell, P.G., Fund Manager  
Underground Storage Tank Cleanup

*California Environmental Protection Agency*

