

## State Water Resources Control Board

### **Underground Storage Tank Cleanup Fund News: Submit Updated Payee Data Record (STD. 204) Form By 11/1/2016 To Ensure Payments Are Not Delayed** (September 28, 2016)

The State of California has mandated use of a new system that affects payments from the UST Cleanup Fund. This system is known as the Financial Information System for California (FI\$Cal) Project. FI\$Cal transforms the way the State operates in the areas of budgeting, accounting, procurement, and cash management creating an integrated financial management system environment. The State Water Board's programs are working toward meeting the requirements of the FI\$Cal Project.

An updated Payee Data Record (STD. 204) form will be required in order to process payments. Claimants that are considered a government entity whether Federal, State, or Local (including school districts) are not required to submit an updated form.

In order to include the information from the STD. 204 form into FI\$Cal, an updated STD. 204 form must be sent to the UST Cleanup Fund by 11/1/2016. The STD. 204 form is required when issuing reimbursement payments to claimants for tax reporting purposes. If an updated STD. 204 form has not been received by 11/1/2016, Reimbursement Requests submitted to the UST Cleanup Fund will not be reviewed.

When completing the STD. 204 form, make sure the information is clear and legible. The STD. 204 form must show the correct claimant's name and address of record. The STD. 204 form must be free of errors and cross-outs. The information will be checked with current records, and inconsistencies or errors will delay payment processing.

The STD. 204 form is available to be downloaded from the UST Cleanup Fund's webpage at: [http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/forms.shtml](http://www.waterboards.ca.gov/water_issues/programs/ustcf/forms.shtml).

The completed STD. 204 form can be submitted in one of three ways: via mail, email, or fax to:

State Water Resources Control Board  
Division of Financial Assistance  
Underground Storage Tank Cleanup Fund  
P.O. Box 944212  
Sacramento, CA 94244-2120

Email: [ustcleanupfund@waterboards.ca.gov](mailto:ustcleanupfund@waterboards.ca.gov)

Fax: 916-341-5806

Phone: (800) 813-FUND (3863)

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