

UNDERGROUND STORAGE TANK CLEANUP FUND
PAYMENT VERIFICATION

The FUND can only reimburse claimants who have paid or will pay for costs claimed. In order to verify that the claimant pays all costs, proof of payment must be submitted. Canceled checks are the most desirable means of doing this. The following is some helpful information regarding canceled checks.

- Canceled checks must show bank encoding in the lower right corner.
- If the check exceeds invoice amount provide breakdown for all invoices paid by that check.
- The canceled checks must clearly show that the claimant paid for the costs claimed.
- Payment to vendors must be within 30 days of receipt of Fund monies.

Example of a canceled check

| | | |
|--|----------------------------|----------------|
| Rusty Tank P.O. Box 4444 Anywhere, CA 95555 | 9-56781234 | 1220 |
| | Date <u>March 12, 2007</u> | |
| PAY TO THE ORDER OF: <u>ABC Consultants Inc</u> | \$ | 2,248.47 |
| <u>Two thousand two hundred forty-eight and 47/100</u> | | <u>DOLLARS</u> |
| THE BANK ANYTOWN, CA 95554 | | Bank Encoding |
| MEMO <u>Invoice #1</u> | <u>Rusty Tank</u> | AP |
| 12345678 : 1220 0001234567 : | | 0000224847 |

Cashiers Checks can be submitted as proof of payment if you do not want to wait for the bank to send your canceled checks. The cashiers check should identify the claimant's name as the purchaser AND the vendor receiving the cashiers check should provide documentation of receipt.