

Claim Preparation Checklist
2003 RRD

(Must be included with each claim)

Site Name: _____ Claim Amount: _____ Incident Number: _____
Consultant/Contractor: _____

Please signify by checking each applicable item that the materials required to process this claim are included with the claim.

- Claim Organized Correctly [in this order – (1) Claim Preparation Checklist (2) All Six Pages of Primary Forms (3) Project Summary (4) Certification of Costs (5) Pre-Approval Forms (6) Main Consultant/Contractor Invoices & Proof of Payment (7) Secondary Forms/Subcontractor Invoices]

- Proof of Payment
 - Cancelled Checks (copy of front and back)
 - Notarized Letter (with itemized invoice numbers/amounts)

- Contract (co-pay agreement)

- NC UST Primary Form
 - Costs requested do not exceed the lesser of invoice amounts (if an invoice is required), the pre-approved amount, or the maximum rates

- Certification of Costs (fully completed)
 - Direct or Co-pay Checked
 - Change of Address Checked
 - Tank Owner/Operator/Land Owner or Attorney-in-Fact and Main Consultant Federal ID # (if a company) or Social Security # (if an individual)
 - Proper Notarization
 - Work Dates Included, Correct and Agrees With Project Summary

- Project Summary
 - Clearly Indicates Work Performed by Dates in Chronological Order (and clearly lists or identifies all non pre-approved and pre-approved costs if submitted in the same claim)

- Main Invoices (with corresponding task code numbers)

- Pre-Approval Task Authorization Forms (can only be used once)
 - All Tasks per Form Completed

- Secondary Forms (arranged in numerical sequence by task code number)

- Subcontractor Invoices (laboratory invoices, hotel receipts, etc. with task code numbers written on each and placed directly behind the corresponding secondary form)

- Written Justifications (rush turnaround for lab analyses, difficult access agreements, etc.)

- Weigh Tickets or Surveyor Calculation

- Bid Specifications & Bid Quotes for Sections 2,3,4,7,9,10 & 11 or any other items that require bids (bids must be properly notarized)

I understand that submission of a false statement, representation or documentation to the Department under Article 21 or Article 21A of Chapter 143 of the General Statutes, or under any rules adopted shall be guilty of a misdemeanor, punishable by a fine not to exceed fifteen thousand dollars (\$15,000) and possible imprisonment, shall be subject to civil penalties (\$10,000 per violation) and shall be subject to injunctive relief as requested by DENR, which may include ineligibility of reimbursement from the Leaking Petroleum Underground Storage Tank Funds pursuant to N.C.G.S. 143-215.94A et. Seq.

Prepared by _____ Date _____
(signature required)

Printed name _____ Telephone Number _____
DWM/UST 3/1/03 version 1.0