



STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Water Protection and Land Reuse
Underground Storage Tank Petroleum Clean-Up Account Program
79 Elm Street
Hartford, CT 06106-5127

Instructions for Completing a Notification of Assignment and Direction to Pay Form for Underground Storage Tank Petroleum Clean-Up Account Program

Use these instructions to complete the Notification of Assignment and Direction to Pay Form for Underground Storage Tank (“UST”) Petroleum Clean-Up Account Program (“the Form”). These instructions are not a substitute for the requirements of the relevant statutes and any regulations thereunder. You should review all applicable laws prior to completing this application. Remember, it is your responsibility to comply with all applicable laws.

PLEASE NOTE: Any applicant considering assignment of their claim is advised that information regarding the balance of the UST Petroleum Clean-up Account for meeting recommended claim reimbursements is available at the DEP website: www.dep.state.ct/wst/ust/index.htm#NoticeofAssignment

General Information

Use the Form if an application seeking payment or reimbursement from the UST Petroleum Clean-Up Account has been submitted to the Commissioner of the Department of Environmental Protection (“the Commissioner”) and with respect to any such application, pursuant to Section 22a-449c(a)(2) of the General Statutes, the payment of any amount approved by the UST Petroleum Clean-Up Account Review Board has been assigned to an entity in the business of receiving assignments. Use the Form to notify the Commissioner about any such assignment and to direct the Commissioner to make payment to the person to whom payment has been assigned.

The Form can only be used if the answer to each of the following two questions is yes. If the answer to any of these questions is no, the Form cannot be used.

1. Has an application seeking payment or reimbursement from the UST Petroleum Clean-Up Account been submitted to the Commissioner?
2. With respect to this application, has the applicant assigned payment of any amount approved by the UST Petroleum Clean-Up Account Review Board to an entity in the business of receiving assignments?

The Form can be used when an application has already been submitted to the Commissioner - if the application is currently pending - or can be submitted with a new application. A separate Notification of Assignment and Direction to Pay Form must be filled out for each application or supplemental application submitted to the Commissioner. When submitting the Form, please provide the original and a copy of the fully executed original.

If the Form is being submitted with a new application, the Payee portion of the application must still be filled out, but instead of providing information about a Payee, information about the Assignee (the person to whom payment has been assigned) should be provided in the Payee portion of the application. If the Form is being used for an application that has already been submitted to the Commissioner, note that once the Form is fully and correctly completed and submitted to the Commissioner, payment will *not* be made to the payee designated in the application; rather payment will be made *only* to the Assignee noted on the Form.

The Form must be received by the Department of Environmental Protection no later than twenty (20) days after the UST Clean-Up Review Board's monthly meeting at which meeting the Board votes on a motion to approve, in whole or in part, payment or reimbursement for the application for which payment has been assigned. Payment to an Assignee will be made only for the amount approved by the UST Petroleum Clean-Up Account Review Board. A Form that is untimely, not signed by an appropriate official, or is otherwise deficient or incomplete, shall *not* be effective in authorizing payment to an assignee. If a Form with any of the foregoing deficiencies is received regarding an application that has already been submitted, regardless of the information provided, the Commissioner will continue to make payment to the payee designated in the application.

Instructions

1. Provide information about the Application for which payment has been assigned. If there is any difference between the information provided in the Application and the information on the Form, attach a letter to the Form explaining this difference. (Note, all applicants must update the information in their application whenever necessary.) The "Applicant

Contact Person" must be a representative of the Applicant authorized to provide information concerning the Form and cannot be a person or entity other than the Applicant.

2. Any person filling out the Form is advised to carefully review all of the information and statements in the Form.
3. Provide information about the assignment of payment and the entity to whom an assignment has been made.
4. The Form can be signed only by the person that submitted the application to the Commissioner or by an authorized representative of the applicant. The Form cannot be signed by a preparer of the application or by any other person or entity, if that preparer, person or entity is not the actual applicant. If the applicant is a corporation, partnership, limited liability partnership, limited liability company, or a municipality, an authorized representative, a person with the authority to execute and to submit the Form, is as follows:
 - For an individual or sole proprietorship: by the individual or proprietor, respectively;
 - For a corporation by a responsible corporate officer. A responsible corporate officer means: a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or a duly authorized representative of such officer, provided that any duly authorized representative is authorized, in writing, to execute legally binding documents on behalf of the corporation and such written authorization is included with the Notification of Assignment and Designation to Pay form;
 - For a partnership: by a general partner;

- For a municipality: by the ranking elected official or the person authorized as the principal executive officer by charter or resolution of the board of selectmen or town council or other governing body;
- For a limited liability company: by any member, manager, officer, employee or a duly authorized representative of the limited liability company provided that such member, manager, officer or employee or representative is authorized to execute legally binding documents on behalf of such limited liability company; or
- For a limited liability partnership: by any limited partner, officer, employee or a duly authorized representative of the limited liability partnership provided that such limited partner, officer or employee or representative is authorized to execute legally binding documents on behalf of such limited liability partnership.

The Form will not be deemed complete unless it has been executed by an authorized representative. For any organization, the Commissioner may require anyone signing the Form to provide additional information to demonstrate that such person is authorized to execute and submit the form on behalf of an organization.

Please submit a completed Form to:

UNDERGROUND STORAGE TANK PETROLEUM CLEAN-UP ACCOUNT PROGRAM
BUREAU OF WATER PROTECTION AND LAND REUSE
DEPARTMENT OF ENVIRONMENTAL PROTECTION
79 ELM STREET, 4TH FLOOR
HARTFORD, CT 06106-5127

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