

# Petroleum Tank Release Compensation Board

## INSTRUCTIONS FOR FORM 3-T CLAIM FOR REIMBURSEMENT – THIRD PARTY BODILY INJURY OR PROPERTY DAMAGE

The following instructions correspond with **Sections 1-10** of the Claim for Reimbursement – Third Party form. An owner or operator may submit the Third Party form to the board. The owner or operator and the impacted party must both sign the form. If you need assistance with filling out this form, or have questions, contact the Board staff at (406) 44-9714.

### **Section 1– 3 — Owner/Operator/Third Party/Contact Persons**

Enter the name, address, and telephone number of the owner/operator, third party, and contact person who can answer questions concerning this claim.

### **Section 4 — Facility and Tank Information**

Enter the applicable facility information. The street address is the actual location of the facility, not the mailing address. The facility identification number and DEQ release number must be provided. If facility information is unknown, contact the Petroleum Release Cleanup Section at (406) 841-5000.

### **Section 5 — Detail of Costs**

Attach all documents that support this claim for reimbursement. If contracted work was involved, this section must be completed for each contractor or vendor from which the owner/operator has received an itemized invoice. Please provide a brief description of work completed by each contractor or vendor. **Multiple invoices from the same contractor may be reported on the same sheet but a separate detail of costs must be filled out for each contractor or vendor.** This section may be copied as often as necessary. Any contractor, subcontractor, or vendor whose invoice includes an hourly labor charge must also complete Form 2 — Assent to Audit. (See **Section 8** for more information).

### **Section 6 — Total of Invoices**

Enter the total of all invoices included in this application. The Petroleum Tank Release Compensation Board will review the claim to make sure that all costs submitted are actual, necessary, and reasonable.

### **Section 7 — Proof of Payment**

Proof of payment is required for each invoice. Acceptable proof of payment include: copies of canceled checks (front & back); a signed statement on consultant's, contractor's or subcontractor's letterhead stationary stating the amount that has been paid; PTRCB Acknowledgment of Payment form (Form 6); or PTRCB Designation of Representative (Form 5). **The reimbursement will be issued to the owner or operator unless a Designation of Representative has been filed with the Board.**

### **Section 8 — Assent to Audit**

An Assent to Audit (Form 2) is also required for each consultant, contractor, or subcontractor who works at the release site. A subcontractor is defined as a person who performs billable labor in association with a corrective action at the release site when that person is under contract with the contractor/consultant (ARM 17.58.331). Subcontractor services do not include delivery or pickup services. The Board has defined a vendor as a person who provides materials necessary for corrective action at the release site or services away from the release site (ARM 17.58.311). A vendor is not required to submit an Assent to Audit. Submit Assent to Audit forms with the claim to the PTRCB. Numerous consultants, contractors, and subcontractors have an Assent to Audit on file with the board

### **Section 9 — Verification**

The verification section must be completed before the claim will be processed. This section must be signed and witnessed by a notary public.

### **Section 10 — Certification and Acknowledgement**

The certification & acknowledgement section must be completed by the owner or operator before the claim will be processed. This section must be signed and witnessed by a notary public.

All items must be complete. Incomplete claims will slow the review process.