

MONTANA 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 1-12** 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 filling out this form, or have questions, contact the Board staff at (406) 444-9710.

Incomplete claims will be suspended until all required information is received

Section 1– 4 — 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 5 — Facility 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 Tank Cleanup Section at (406) 444-6444.

Section 6 — Total Amount of Claim

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 – Third Party Damage Address

Enter the applicable affected property and/or Third Party Damage description information here.

Section 8 — Detail of Costs

Attach all documents that support this claim for reimbursement. Cleanup work must be in accordance with a DEQ approved CAP. The costs of each different corrective action plan must be on a separate page 2. Multiple tasks may be submitted on a single claim. Submit itemized invoices and other support documentation with this claim. (Additional copies of page 2 of the Form 3-T may be included in each claim.) Any contractor, subcontractor, or vendor whose invoice includes an hourly labor charge must also have an Assent to Audit (PTRCB Form 2) on file with the PTRCB (See Section 10 for more information).

Section 9 — Proof of Payment

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

Section 10 — Assent to Audit

An Assent to Audit (PTRCB Form 2) is 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 PTRCB.

Section 11 — Third Party Verification

This section must be completed, signed and notarized by the Third Party.

Section 12 — Owner Certification

This section must be completed, signed and notarized by the owner or operator.

Submit completed forms and supporting documents to the following address:

**PETROLEUM TANK RELEASE COMPENSATION BOARD
PO BOX 200902
HELENA MT 59620-0902**