

Instructions for E-payment of Annual Hard Rock Mining Operating Permit Fee

Note: **DEQ will not enter electronic payment information on your behalf.** If you have questions using the e-payment method, please contact the Site Lead assigned to your site. Alternatively, you may submit cash or check payments.

1. Go to DEQ's webpage at <https://deq.mt.gov>. You will arrive at our home page:

DEQ MONTANA

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Montana Department of Environmental Quality

Our mission is to champion a healthy environment for a thriving Montana.

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News

[DEQ Begins Triennial Review of Water Quality Standards](#)
5/12/2023 | Tags: Water, Press Release
Montana's Department of Environmental Quality (DEQ) is soliciting suggestions for potential revisions to water quality standards through a comment period and public hearing. The triennial review of water quality standards happens every three years as required by the Montana Water Quality Act...

[2023 Montana Watershed and Wetland Stewardship Award Recipients Announced](#)
4/04/2023 | Tags: Water, Press Release
The individuals and families will be honored with 2023 Montana Watershed and Wetland Stewardship Awards by the Montana Watershed Coordination Council (MWCC) and the Montana Department of Environmental Quality (DEQ) for individuals or groups who embody excellence and commitment to watershed or wetland...

[DEQ's Bitterroot River Nutrient Protection Plan is the First Accepted by EPA in the Region](#)
4/19/2023 | Tags: Water, Press Release
The Bitterroot River Nutrient Protection Plan, written by the Department of Environmental Quality with support from local stakeholders, received final acceptance from the U.S. Environmental Protection Agency (EPA). This is the first protection plan of its kind in the EPA's mountains and...

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2. Select your Payment Type. Click the radio button adjacent to the type of payment method you will be using.

Items

Payment Type *

Credit/Debit Card

ACH (eCheck)

Item	Item Cost	Item Total
Total		-

Add Item

Reset Next

3. Click the Add Item button.

Items

Payment Type *

Credit/Debit Card

ACH (eCheck)

Item	Item Cost	Item Total
Total		-

Add Item

Reset Next

4. You will now need to select an item from a list of invoice types. Your invoice type is “**Number Invoice Starts With is Not Listed**”. Scroll down to the bottom of the list and click on the “Add” button adjacent to the “**Number Invoice Starts With is Not Listed**”.

Add An Item x

Invoice Starts With 5G.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5H.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5I.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5J.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5K.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5L.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5M.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5N.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5P.....	Custom	<input type="button" value="Add"/>
Invoice Starts With 5R.....	Custom	<input type="button" value="Add"/>
Number Invoice Starts With is Not Listed		<input type="button" value="Add"/>

5. Add the following information to the form. The form does not have validation. Please enter the information as described below to ensure you appropriately receive credit for your annual fee payment.

- a. The Item Cost: **\$100 (Enter 100)**. **Do not combine multiple annual fees into a single item.**
- b. The Invoice #: **2023 – Hard Rock Mining Operating Permit Annual Fee** (Invoice #'s are not generated for Hard Rock Mining Annual Fees)
- c. Retype the Invoice #: **2023 – Hard Rock Mining Operating Permit Annual Fee**
- d. Enter your Hard Rock Mining Operating Permit Number as the Customer Number using the following format: **OP-00XXX** if your permit number is >100, e.g., Operating Permit No. 00100 or greater. If your permit number is < 100, Operating Permit No. 00099 or less, enter the Customer Number using the following format: **OP-000XX**. **Your specific permit number will replace the "X"**.

Example: 1) for Hard Rock Mining Operating Permit No. 00050 enter OP-00050.
 2) For Hard Rock Mining Operating Permit No. 00101 enter OP-00101.

- e. The Business/Customer Name: **Permittee** (Enter the name of the Hard Rock Mining Operating Permit permittee). The permittee is the name of the permit holder.

The following is an example:

Hard Rock Mining Operating Permit fee for 2023, Permit No. 00050, Permittee: Mining Company Inc.

Items

Payment Type *
 Credit/Debit Card
 ACH (eCheck)

Item	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1 100	\$100.00

Invoice # * 2023 – Hard Rock Mining Operating Permit Annual I
Retype Invoice # * 2023 – Hard Rock Mining Operating Permit Annual I
Please retype the invoice # for verification.

Customer Number * OP-00050
Your Customer Number is on your invoice

Business / Customer Name * Mining Company Inc.

Total \$100.00

[Add Item](#)

[Reset](#) [Next](#)  Click here after populating above information!

Once you have populated the information on the form, click the “Next” button to enter your payment details. Alternatively, you can add additional fees by clicking the “Add Item” button. If you add additional annual fees, you will need to repeat steps 4 and 5.

6. Enter your Billing Information. This is for the card holder. All fields with red asterisks are required. **Please enter your e-mail address to receive a receipt for your electronic payment.**

Payment Summary			
Item	Quantity	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1	\$100.00	\$100.00
		Total	\$100.00

Details

Billing Information

First Name * Last Name *

Address * Address Line Two

City * Country

State * Zip Code *

Phone * Email Address

7. Enter Payment Information. All fields with red asterisks are required. You will also need to click the Accept Agreement box.

Payment Summary			
Item	Quantity	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1	\$100.00	\$100.00
		Total	\$100.00

Payment Information

Card Number *

Expiration Date * Security Code *
This can be found on the back of your card

User Agreement

By entering your credit card and/or checking account information you (1) state that you are an authorized user of the credit card and/or electronic check and that the associated information entered (e.g., account holder name, account number, billing address) is accurate, (2) you authorize the payment processor to charge the amount you have requested to your credit card and/or funding account, (3) if this is a recurring payment, you authorize the payment processor to charge the amount you have requested in accordance with the recurring payment schedule, (4) acknowledge if a charge is declined or reversed you may also be assessed a customary charge by the payment processor for such transactions.

Accept Agreement *

8. Once your information is entered, click the "Submit Payment" button.

Payment Summary

Item	Quantity	Item Cost	Item Total
Number Invoice Starts With is Not Listed	1	\$100.00	\$100.00
		Total	\$100.00

Payment Information

Card Number *

Expiration Date *

Security Code *

This can be found on the back of your card

User Agreement

By entering your credit card and/or checking account information you (1) state that **you are an authorized user** of the credit card and/or electronic check and that the associated information entered (e.g., account holder name, account number, billing address) is accurate, (2) **you authorize the payment processor to charge the amount you have requested** to your credit card and/or funding account, (3) **if this is a recurring payment, you authorize the payment processor to charge the amount you have requested** in accordance with the recurring payment schedule, (4) **acknowledge if a charge is declined or reversed you may also be assessed a customary charge** by the payment processor for such transactions.

Accept Agreement *

[Back](#) [Cancel](#) [Submit Payment](#)



Click here!

9. Please forward the receipt you received via e-mail to deqhardrock@mt.gov.