

# Instructions for E-payment of Annual SMES Administrative Fee

You may make checks payable to DEQ Financial Services Office and mail them to:

DEQ  
Financial Services Office  
PO Box 200901  
Helena, MT 59620-0901

If you wish to pay electronically follow the instructions below.

**NOTE: DEQ will not enter electronic payment information on your behalf.** If you have questions using the e-payment method, please contact the [DEQSMESandExploration@mt.gov](mailto:DEQSMESandExploration@mt.gov).

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](#)  
4/18/2023 | Tags: Water, Press Release  
Five 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). The awards recognize 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)

Click one of these!

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 -

Click here!

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

Invoice Starts With 5G.....	Custom	Add
Invoice Starts With 5H.....	Custom	Add
Invoice Starts With 5I.....	Custom	Add
Invoice Starts With 5J.....	Custom	Add
Invoice Starts With 5K.....	Custom	Add
Invoice Starts With 5L.....	Custom	Add
Invoice Starts With 5M.....	Custom	Add
Invoice Starts With 5N.....	Custom	Add
Invoice Starts With 5P.....	Custom	Add
Invoice Starts With 5R.....	Custom	Add
Number Invoice Starts With is Not Listed		Add

Click here!

Cancel

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 Administrative fee payment.
  - a. The Item Cost: **\$100 (Enter 100)**.
    - i. **Do not combine multiple annual fees into a single item.**
  - b. The Invoice #: **2026 – Hard Rock Mining SMES Administrative Fee** (Invoice #'s are not generated for SMES Administrative Fees)
  - c. Retype the Invoice #: **2026 – Hard Rock Mining SMES Administrative Fee**
  - d. The Customer Number: Enter your Hard Rock Mining SMES Number as using the following format: **SMES-XX-XXX**
    - i. **Your specific permit number will replace the “X”**
    - ii. **Example: for Hard Rock Mining SMES No. 05-001 enter "SMES-05-001".**
  - e. The Business/Customer Name: **SMES Holder** (Enter the name of the SMES Holder)

Items

Danesi, Don  
[Log Out](#)

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Payment Type \*

☒ Credit/Debit Card

☐ ACH (eCheck)

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Item	Item Cost	Item Total
<div style="border: 1px solid #ccc; padding: 5px;">           Number Invoice Starts With is Not Listed         </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 45%;"> <p>Invoice # *</p> <div style="border: 1px solid #ccc; padding: 2px;">2026 - Hard Rock Mining SMES Administrative Fee ✓</div> </div> <div style="width: 45%;"> <p>Retype Invoice # *</p> <div style="border: 1px solid #ccc; padding: 2px;">2026 - Hard Rock Mining SMES Administrative Fee ✓</div> <p style="font-size: 0.8em; margin-top: 5px;">Please retype the invoice # for verification</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="width: 45%;"> <p>Customer Number *</p> <div style="border: 1px solid #ccc; padding: 2px;">SMES-05-001 ✓</div> <p style="font-size: 0.8em; margin-top: 5px;">Your Customer Number is on your invoice</p> </div> <div style="width: 45%;"> <p>Business / Customer Name *</p> <div style="border: 1px solid #ccc; padding: 2px;">Mining Company, Inc. ✓</div> </div> </div>	1	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">100 ✓</div> \$100.00
Total		\$100.00

[Add Item](#)

Reset

Next

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 are submitting payment after March 1st you need to add a Late Fee.**

You will need to add an additional \$100 fee by repeating steps 4 and 5.

- A. The Item Cost: **\$100 (Enter 100)**
- B. The Invoice #: **2026 – Hard Rock Mining SMES Late Fee**

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.
7. Enter Payment Information. All fields with red asterisks are required. You will also need to click the Accept Agreement box.
8. Once your information is entered, click the “Submit Payment” button.
9. Please forward the receipt you received via email to DEQSMESandExploration@mt.gov

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

United States

State \*

Montana

Zip Code \*

Phone \*

Email Address

Back

Cancel

Next