

FREQUENTLY ASKED QUESTIONS FOR AIR ANNUAL INVOICES

- 1) **Can I pay by Credit Card?**
 - No, the Louisiana Department of Environmental Quality does not accept credit cards at this time.
 - Electronic Fund Transfers are available by contacting Jacqueline Fisher with LDEQ Financial Services (225) 219-3863
- 2) **What is this Invoice for?**
 - This invoice is for the annual air maintenance fees. “All parties conducting activities for which an annual maintenance fee is provided shall be subject to the payment of such fee by the due date indicated on the invoice.” LAC 33:III.209.A
 - These fees are not based on emissions but on the approved permit and/or potential to emit.
- 3) **What time period does this invoice cover?**
 - This invoice is for the 2007 Fiscal Year which is from July 1, 2006 – June 30, 2007.
- 4) **Where can I find the Air Regulations?**
 - All the Louisiana Department of Environmental Quality regulations are located on the LDEQ website at www.deq.louisiana.gov. Go to Divisions, then to Financial Services, then to Invoicing and Accounts receivables, then to Air Frequently Asked Questions. There will be a link to [LAC 33:III](#) under this question.
- 5) **Our facility was destroyed in Hurricane Katrina/Rita and we have no plans to rebuild.**
 - We need a written request to terminate the permit signed by a responsible official. Please mail your request to Financial Services at the address listed at the end of these FAQ. Please include information about your facility since the hurricane and be sure to include the status of any remaining equipment.
- 6) **Our facility was destroyed in Hurricane Katrina/Rita and we plan to rebuild.**
 - You owe the fees as indicated.
- 7) **This facility was closed/shut down prior to July 1, 2006 and we no longer wish to maintain the permit.**
 - We need a written request to terminate the permit signed by a responsible official. Please mail your request to Financial Services at the address listed at the end of these FAQ. Be sure to include when the facility was shut down and the status of any remaining equipment.

- 8) **We no longer own or operate this facility.**
- It is the responsibility of the new owner to complete the change of ownership forms.
 - Change of ownership forms are located on LDEQ's Public website www.deq.louisiana.gov, select *Programs* from the green option bar at the top of the page, then select *Small Business/Small Community Assistance SB/SCAP*, then select *Forms and Publications*, then from the list of forms select **Name/Operator/Owner Change Form**.
 - This Name/Operator/Owner Change Form should be completed and submitted to the LDEQ immediately.
 - The current permit owner is liable for all fees associated with the air permit, until EITHER the proper ownership transfer forms have been submitted to the LDEQ and processed by the department OR the permit has been terminated.
 - If you have additional questions about ownership changes you can contact the DEQ Call Center at (225) 219-5337 or toll free (866) 896-5337
 - IF YOU WILL NOT BE SUBMITTING PAYMENT FOR THE INVOICE PRIOR TO THE DUE DATE, PLEASE CONTACT ELIZABETH DEQUEANT. Contact information at bottom of page.
- 9) **This facility was never constructed and we no longer wish to maintain the permit.**
- We need a written request to terminate the permit signed by a responsible official. Please mail your request to Financial Services at the address listed at the end of these FAQ. Please give an explanation of the situation in your letter.
- 10) **The mailing address is incorrect.**
- Please indicate the correct address on the remittance ticket and submit it with your payment.
- 11) **There appears to be incorrect fee information, such as incorrect fee codes and/or multipliers.**
- Please contact us to discuss these issues via the contact information listed below.
- 12) **For any other billing or invoicing questions please contact Elizabeth Dequeant in the Financial Services Division.**

Attn: Elizabeth Dequeant
Financial Services Division
PO Box 4303
Baton Rouge, LA 70821-4303

Phone: (225) 219-3863
Fax: (225) 219-3868
E-mail: Elizabeth.Dequeant@la.gov.