

NOTES FOR AIR ANNUAL INVOICES

1. General Payment information:

- Please see the reverse side of the invoice for more information including our address and online payment options.
- The bottom of the invoice is a tear-off coupon which should be mailed with your payment.
- You may submit one check with multiple invoices. Please be sure to include the coupons for all invoices you wish to pay. We also recommend you indicate which invoices you are paying on the check.

2. [LDEQ Rules and Regulations](#) can be found on our website. Please see website link below.

- The Air Annual Maintenance Fee is assessed for all active air permits annually and is based on the fee schedule found in the Environmental Regulatory Code Title 33 Part III Chapter 2 Section 223 which is available on our website. These fees are not based on emissions but on the approved permit and/or potential to emit.

3. This invoice is for the Fiscal Year indicated on the invoice which is from July 1 – June 30.

4. If this facility was closed/shut down or was never constructed and you no longer wish to maintain the permit:

- Please note if the facility operated AT ANYTIME during the fiscal year (On or after July 1, the invoice is still owed as per LAC 33:III.211.B.9
- [The Miscellaneous Permitting Action form](#) should be filled out and filed with the department to terminate the permit. This form can be found on our website.

5. If you no longer own or operate this facility:

- The [Notice of Change forms \(NOC\)](#) should be filed which can be found on our website
- **A letter or note on the invoice is not sufficient notification of a change of owner, operator or name.**

6. If the mailing address is incorrect:

- Please indicate the correct address on the back of the remittance ticket coupon on the bottom of your invoice and submit it with your payment. Or you may contact us directly as indicated below.
- Please Note: If you are paying your invoice electronically, or if your billing address changes during the year, please inform the Financial Services Division at the contact listed below.

7. If there appears to be incorrect fee information, such as incorrect fee codes and/or multipliers:

- Please contact our office and we will facilitate a review of your invoice.

8. If you are paying the invoice late:

- Payments not received by the department within 15 days of the due date will be charged a late payment fee. The late payment fees are a percentage of the annual fee as follows:
 - Payments received within 45 days of the invoice date . . . 5%
 - Payments received within 60 days of the invoice date . . . 10%
 - Payments received within 90 days of the invoice date . . . 15%

9. For any other questions please contact your DEQ Financial Services representative

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

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Website: <http://www.deq.louisiana.gov/invoice>