

## NOTES FOR ACCIDENT PREVENTION 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.

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

### 4. The mailing address is incorrect.

- Please indicate the correct address on the back of the remittance 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.

### 5. 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%

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

Attn: Shawntel Robertson  
LDEQ - Financial Services Division  
PO Box 4303  
Baton Rouge, LA 70821-4303

Phone: (225) 219-5337  
Fax: (225) 219-3868  
Email: [Shawntel.Robertson@LA.GOV](mailto:Shawntel.Robertson@LA.GOV)  
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