

NOTES FOR STAGE II 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. For what time period does this invoice cover?

- New certificates will be mailed in August and go into effect in September.
- The Stage II certificate is good for a term of one year.

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

4. The mailing address is incorrect.

- All changes in Stage II ownership and/or contact information require an updated and signed [Stage II Application to Revise](#) which can be found on our website.
- Copies of the most recent forms can be downloaded from the [UST Division website](#)

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: Katie Thames

LDEQ - Financial Services Division

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