



Dear Claimant:

**Nevada Administrative Code (NAC) 590.780.4(b) requires the owner/operator to: "Not more than 30 days after receiving the money from the fund, provide the division with confirmation of payment to the vendor or contractor, or both, of the money paid by the board." NAC 590.780.5 further stipulates: "If an operator fails to pay a vendor or contractor for the costs approved and paid by the board within 30 days, the operator shall reimburse the board the money paid by the board."**

As the owner/operator of record, you are ultimately responsible for management of the cleanup project and providing payment verification to BCA of the money paid by the Board within 30 days of the receipt of funds. The two following payment verification methods are the most common for providing payment verification:

1. **Payment Affidavit:** You may submit signed affidavits from each vendor associated with your claim. Each affidavit must include the following information:
  - Copies of Invoice Detail Sheets from each claim you are providing payment verification for.
  - A summary of vendors that invoiced you directly.
  - Written verification from vendors who billed you directly that they have been paid the amount(s) approved for reimbursement on the subject claim(s).
- 2) **Canceled Checks:** A form for providing verification along with contact information pursuant to the submittal of canceled checks is attached.

If you wish to provide payment verification using a method other than those listed above, please contact Kim Valdez at (775) 687-9368 or [kvaldez@ndep.nv.gov](mailto:kvaldez@ndep.nv.gov) prior to submitting documentation. Once your payment verification has been completed, please return it to:

Thank you,

NDEP  
Bureau of Corrective Actions

---

### IRS Form 1099 Disclosure

Please note that unincorporated recipients of Petroleum Fund reimbursements of \$600 or more will be issued a federal 1099 form by the State of Nevada Controller's office indicating the total amount reimbursed. You and your tax advisor will need to determine if and how to report your reimbursement to the Internal Revenue Service (IRS).

# State of Nevada Petroleum Fund Payment Verification Summary Sheet

To Complete, Please Fill in Required Information and Submit with Copies of Canceled Checks

Facility Name: \_\_\_\_\_

Petroleum Fund Case Number: \_\_\_\_\_ Petroleum Board Meeting Date(s): \_\_\_\_\_

Consulting Firm and or Claimant Submitting Proof of Payment: \_\_\_\_\_

Claim Number	Amount Reimbursed to Claimant by Board	Invoice Number(s) and Vendor Paid	Check Issue Date	Check Number	Amount Paid to or Received by Vendor

***Please Return Completed Payment Verification to:***  
***Attn: Ms. Kim Valdez***  
 Bureau of Corrective Actions Petroleum Fund  
 Nevada Division of Environmental Protection  
 901 S. Stewart St., #4001  
 Carson City, NV 89701

**Contact Information:**  
 Phone: (775) 687-9368  
 E-mail: kvaldez@ndep.nv.gov

**Total Payment Verification Provided**

**Please Note: The Amount Below Must Be Equal to or Greater than the Amount Reimbursed by the Board to Review Claims for the Specified Claim(s).**

\$ \_\_\_\_\_  
 Total from "**Amount Paid**" Column

***The Above Information Is True and Correct to the Best of My Knowledge***

\_\_\_\_\_  
 Signature of CEM or Claimant

\_\_\_\_\_  
 Date