



December 2, 2019

«Owner_Name»
«Street»
«City», «State» «Zip»

eFACTS Owner ID: «ID»

RE: Annual Billing Statements Call to Action

Dear Facility Owner:

The Pennsylvania Underground Storage Tank Indemnification Fund (USTIF) is preparing to send the annual fee billing statement in early December 2019. We expect to issue approximately 8,400 statements.

As I have informed you previously, in July of 2017 we instituted an on-line payment system on our website, <https://ustif.pa.gov> allowing for quick and easy payment of the annual capacity fees. The new system can accept e-check or credit card payments.

In order to prepare for your payment of the required fees, I would ask that you please log into the Fee Billing System in advance and ensure you still have the necessary credentials to access your account. Access requires a screen name and a password. If your firm has experienced staff turnover or have misplaced those credentials, please contact our technical support at websitesupport@ustifsupport.zendesk.com and they will be provided. If you have not previously set up an account using the above-referenced owner ID and your EIN, you are strongly encouraged to do so in order that your payment can be made in a timely manner.

As indicated in prior communications, the check processing lockbox was closed in 2017 and all payments MUST be submitted through the online system. If you continue to remit check payments directly to the USTIF, your account will be assessed a 2.5% service charge for each payment that must be handled internally and posted manually into your account within the new system. Last year, as a result of hundreds of checks that were sent directly to our office, accounts could not be updated in a timely manner. This, in turn, affected the balances reflected on the January statements resulting in confusion and hundreds of calls to the USTIF office for clarification. We are making every attempt to avoid this unfortunate situation for this year's annual statement process.

Very truly yours,

Richard J. Burgan, AIC
Executive Director
USTIF