

Please follow these steps if you never received or lost a UST reimbursement check(s):

1. Confirm mailing address is current with the UST Cleanup Fund prior to submitting letter. Please submit an address change form if address is different. Complete the address change form by clicking on the link below.

http://waterboards.ca.gov/water_issues/programs/ustcf/docs/address_change_form/addresschangeform2.pdf

2. Once address is verified, claimant or authorized signor for the claim must compose a letter with an original signature that includes the reimbursement request number and amount of the check.
3. Submit letter to the following address:

State Water Resources Control Board
Division of Financial Assistance
Attn: Kristin Baer
1001 I St, 17th Floor
Sacramento, CA 95814

4. Stop Warrant/Duplicate forms will be mailed to the claimant to complete and send to the State Controller's Office (SCO).
5. Please allow the State Controller's Office 2-4 weeks to re-issue a new check.
6. Once 4 weeks has elapsed and a new check has not been received, please contact the State Controller's Office for a status update at (916) 445-3903. (Instructions and contact information for SCO will be provided with the Stop Warrant/Duplicate forms).