

FEE PAYMENT FORM

For Tier II Chemical Storage Reporting

Owner/Operator: _____

Facility Name: _____

Mailing Address: _____

City, State & Zip: _____

Tier II Report Contact Person: _____

Phone Number: _____

E-mail: _____

Calculate Your Fee		
Tier II Facility ID Number	Number of Reportable Chemicals at the Facility	Fee for the Facility
Subtotal:		
Late Payment Penalty:		
Total Fee:		

I certify under penalty of law, that I have reviewed the Tier II forms submitted for each facility, and that the forms are true and correct to the best of my knowledge or belief. I further certify that my fee calculation is correct and that I have submitted payment to the Department of Revenue.

Type or Print Name and Job Title

Signature _____ Date _____

Instructions for Calculating Your Fee

- ◆ Your fee payment is due by April 1 of each year.
- ◆ Questions? Call 800-433-2288 or e-mail: trish.kindt@state.sd.us
- ◆ This form can be used for calculating the fee for up to 10 different facilities/sites. If you submitted Tier II reports for more than 10 facilities/sites, you will be required to complete and submit more than one fee form.
- ◆ The fee form is also available on-line at: www.state.sd.us/titleiii

To determine your fee:

1. Calculate the fee for one facility at a time;
2. Write the Tier II ID number for your facility in the space for “**Tier II Facility ID Number**” (Hint: if you received a pre-completed Tier II report form, you can find your facility ID number at the top of the Tier II form. The ID number is usually two letters followed by four numbers. If this was your first Tier II submittal, you won’t have an ID number. Simply write the word “new” in the space for “Tier II Facility ID Number”);
3. Indicate how many Tier II reportable chemicals were stored at your facility during calendar year in the space for “**Number of Reportable Chemicals at the Facility**” (Hint: this is the number of Tier II reportable chemicals you reported on your Tier II report form. Remember, do not count chemicals you reported voluntarily);
4. Use the table below to determine the fee you owe for the facility, then write that amount in the space for “**Fee for the Facility;**”

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|---|
| <ul style="list-style-type: none">• \$0 (Tier II report submitted voluntarily – no Tier II reportable chemicals at the facility)• \$50 (1 - 3 Reportable chemicals at the facility)• \$100 (4 - 9 Reportable chemicals at the facility)• \$200 (10 - 18 Reportable chemicals at the facility)• \$300 (>=19 Reportable chemicals at the facility) |
|---|

5. You have now completed the fee calculation for one facility. If you submitted Tier II reports for more than one facility, you must repeat this process for each different facility.
6. Add all facility fees together to come up with your “**Subtotal;**”
7. If your fee payment is late (after April 1) calculate your “**Late Payment Penalty**” (A late payment penalty applies only if you submit your fee after the April 1, deadline. The penalty for fees of less than or equal to \$150, is \$15. The penalty for fees of greater than or equal to \$200, is 10 % of the fee).
8. Add together the “**Subtotal**” and the “**Late Payment Penalty**” to get your “**Total Fee.**”

Example: If you have Tier II reportable chemical stored at three different facilities, you need to submit a different Tier II report for each facility. When it comes to the fee, it is based upon the number of reportable chemicals at each different facility. Lets say the first facility had 9 reportable chemicals, the second facility had 11 reportable chemicals, and the third facility had 2 reportable chemicals. The fee would be \$100 for the first facility, \$200 for the second facility, and \$50 for the third facility – The “**Total Fee**” would be \$350.

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- Keep a copy (yellow) of the fee form(s) for your records.
 - Make your check payable to “SERC-DENR-Title III.”
 - Mail your check along with a copy (white) of the fee form(s) to: Department of Revenue
Post Office Box 5055
Sioux Falls, SD 57117-5055