

**FORMAT FOR COVER LETTER TO ACCOMPANY ORIGINAL OR RE-SUBMITTAL 'ONESTOP'
UPLOAD OR PAPER REIMBURSEMENT REQUEST (NOTE: WEB-BASED REQUESTS DO
NOT NEED A COVER LETTER, BUT DO NEED SUPPORTING INFORMATION)**

[DATE]

Fund Management Section
Oil Remediation & Compliance Bureau
NHDES Waste Management Division
P.O. Box 95, 29 Hazen Drive
Concord, NH 03302-0095

Re: [TOWN], [ADDRESS], [SITE/PROJECT NAME] [PROJECT TYPE] Request for
Reimbursement No. [NUMBER], [DOLLAR AMOUNT], Site No. [#####] Project No.
[#####]

The [WORK DESCRIPTION] at the above referenced site is complete. Attached, please find the following documents in support of this reimbursement request:

- **Copy of "Notice of Reimbursement" For Request No. [NUMBER] Indicating the Invoices Being Re-submitted** [NEEDED FOR RE-SUBMITTAL OF PREVIOUS REQUEST WHERE PAYMENT WAS LESS THAN THE REQUESTED AMOUNT AND ADDITIONAL PAYMENT IS ELIGIBLE].
- **Explanation for Re-Submittal** [NEEDED FOR A RE-SUBMITTAL]
- **Documents In Support of Re-Submittal As Follows:** [NEEDED FOR RE-SUBMITTAL, LIST THE DOCUMENTS]
- **Applicant Contract Including Waiver of Claims** [NEEDED FOR ALL ORIGINAL REQUESTS FOR PAYMENT TO AN "APPLICANT"].
- **Listing of Invoices** [NEEDED FOR ALL ORIGINAL UPLOAD AND PAPER REQUESTS].
- **NHDES Work Scope/Change Order Authorizations** [NEEDED FOR ALL ORIGINAL REQUESTS].
- **Contractor Invoices** [NEEDED FOR ALL REQUESTS] **and Subcontractor Invoices** [MAY BE NEEDED].
- **Contractor Timesheets or Timesheet Summary** [NEEDED FOR ALL ORIGINAL REQUESTS].
- **Activity Reports Not Previously Submitted to NHDES** [MAY BE NEEDED].
- **Employee Payroll, Benefits, and Equipment Operating Cost Data for Work Performed by the Facility Owner** [MAY BE NEEDED IF OWNER PERFORMS WORK].
- **Waiver Request** [MAY BE NEEDED, CONTACT PROGRAM STAFF].

The payment should be directed to:

**[OWNER or "APPLICANT" – AS APPLICABLE]
[REMIT ADDRESS]
[TOWN/CITY, STATE ZIP]**

Please call [NAME/the undersigned] at [PHONE NUMBER] if you have questions.

Sincerely,

[NAME, TITLE]
[COMPANY NAME]