**NJ UST Renewal Checklist - Hunterdon & Somerset County**

**Below is a checklist of required items which is designed to assist all owners and operators of regulated underground storage tanks when renewing your UST registration certificate. Please complete and check each item listed below. Your facility registration expires September 30, 2018 and failure to renew your registration may result in the inability to receive fuel from your distributor and/or an enforcement action.**

**1. FEE**

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|  | $50 annual renewal certification fee attached and made payable to Treasurer, State of New Jersey. |

**2. UST FACILITY CERTIFICATION QUESTIONNAIRE**

**questionnaireCOMMITING TO YOUR BUSINESS**

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|  | The signed UST Facility Certification Questionnaire (USTFCQ) is attached. The new USTFCQ is now available at [www.nj.gov/dep/srp/forms/ust](http://www.nj.gov/dep/srp/forms/ust) (UST-021) and must be utilized when renewing your annual registration. |

**3. ENTIRE UST FINANCIAL RESPONSIBILITY INSURANCE POLICY**

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|  | The entire UST Financial Responsibility Insurance policy including all endorsements and certifications has been emailed to: [srpustregistration@dep.nj.gov](mailto:srpustregistration@dep.nj.gov)  Where other UST financial mechanisms are appropriate, submit their associated documents. |

**4. MAIL 60 DAYS PRIOR TO EXPIRATION DATE**

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|  | The invoice payment stub, $50 payment, and signed USTFCQ by both the owner and operator (and installer, if applicable) have been submitted to the address listed below at least 60 days prior to your facility expiration date.  NJ Department of Treasury  Division of Revenue  PO Box 417  Trenton, NJ 08646-0417 |

Underground storage tank information including the Regulations Implementing the Underground Storage of Hazardous Substance Act (N.J.A.C. 7:14B) and Frequently Asked Questions are available at <https://www.nj.gov/dep/srp/bust/>