

**DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Solid Waste Annual Permit Fee Quarter Payment Form PF001**

Return to:  
 DEQ – Office of Financial Management  
 P.O. Box 1104, Richmond, Virginia 23218  
 Phone No: (804) 213-6208 or email to: syreeta.thomas@deq.virginia.gov

Facility Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

**INSTRUCTIONS:** Complete this form and return signed original and copy of the invoice with the first quarter payment by **October 1, 2024**. A copy of the form and invoice must also accompany each subsequent payment. Quarter payments are allowed only for those facility operators that are required to pay annual fees exceeding \$8,000 for single or multiple permits.

I agree to pay the original invoice amount, due in four equal payments. Payments are due by the first of the month. I understand the responsibility to make each quarter payment by the respective due date. If the quarter payment is not made by the deadline, it is further understood that DEQ may, in addition to other remedies available under the law, issue a notice of failure to pay. The notice shall require payment of the entire remainder of the annual fee payment within 30 days of the date of the notice, or inform the owner that he shall be ineligible to opt for the quarter payment schedule until eligibility is reinstated by written notice from the department, or both.		
Signed _____		Date _____
(Certifying Official)		
Total Amount Due: \$ _____		
Due Date	Amount Due (By Quarter)	Received by DEQ – Office of Financial Management (DEQ-OFM Use Only)
October 1, 2024		
January 1, 2025		
April 1, 2025		
June 1, 2025		