

COUNTY OF SUFFOLK



STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF HEALTH SERVICES

JAMES L. TOMARKEN, MD, MPH, MBA, MSW
COMMISSIONER

January 5, 1995

**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES
GENERAL GUIDANCE MEMORANDUM #6
PROCEDURES OF OFFICE OF WASTEWATER MANAGEMENT
FOR PROCESSING PAYMENT OF APPLICATION FEES
AND REFUNDS**

This guidance memorandum is being issued in order to define Office of Wastewater Management requirements and procedures for processing payments made to the department for application and permit fees.

1. Cash is not accepted by this office.
2. Personal or corporate checks will be accepted as payment for any permit fee. Permits will be issued in a timely manner and will not be held for check to clear. Any check returned by the bank will be redeposited, once. If a permit to construct has already been issued, no inspections will be made and no final paperwork will be issued until the check is cleared by the bank.
3. A certified check will be required and a returned check fee of \$20 will be added to the fee for any permit for which a check is returned a second time.
4. The department may, at its discretion, refuse to accept uncertified checks from any person or company which causes more than one check to be returned by the bank.
5. In the case of fees payable at the time of submittal of paperwork for final approval, the department will withhold it's issuance of said final approval until clearing of the check. This withholding period can be avoided by providing a certified check for any fees due with final paperwork.
6. This procedure supercedes all previous check acceptance procedures.
7. Refunds will be granted in cases of overpayment or billing errors only. All requests for refund must be made in writing.

The County Treasurer's Office has implemented a system to process refunds through Data Processing. This system requires that the payee's social security number or federal identification number be included on the refund request. Any requests missing this number will be returned.

Issued by: Joseph H. Baier, P.E., Director
Division of Environmental Quality

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