

# INSTRUCTIONS FOR APPLYING FOR FINANCIAL REVIEW BEEDE WASTE OIL SUPERFUND SITE

To process a claim of financial hardship, EPA requires you to substantiate that claim by submitting extensive and detailed financial documentation. If as a potentially responsible party ("PRP") you feel that you would face a severe financial hardship by remitting the full payment amount, you may request that EPA review your financial ability to pay by following the instructions outlined below. Your ability to pay claim cannot be considered unless all requested information has been submitted to EPA, or a justifiable explanation as to why it cannot be provided is specifically stated. Your claim may be considered in a future settlement. *However, EPA cannot guarantee that it will be able to analyze any financial claim within a specific timeframe.*

If financial information was submitted in response to an EPA information request letter for the Beede Site, that information should be updated and/or supplemented.

## **BUSINESSES, please provide:**

1. Signed copies of the most recent 5 years of federal tax returns as filed with the IRS complete with all schedules and attachments.
2. Copies of the most recent 5 years of audited financial statements complete with all notes and supplementary schedules. If no audit is performed, unaudited is acceptable.
3. If not provided with either the tax returns or financial statements, provide an all inclusive depreciation schedule detailing the assets of the company.
4. If your business applied for any loans within the past 3 years, provide a copy of each loan application complete with all supporting documents.
5. Provide an organization chart detailing all related entities.
6. Provide a written position statement detailing your financial condition and ability to pay. Provide any documents which support your position or which you want us to consider.
7. If applicable, provide a copy of the LLC, LLP, or partnership agreement complete with all attachments and amendments.
8. Name and telephone number of the person(s) most familiar with the submitted documents to answer questions.

## **SOLE PROPRIETORSHIPS AND INDIVIDUALS, please provide:**

1. Signed copies of the most recent 5 years of federal tax returns as filed with the IRS complete with all schedules and attachments.
2. Complete and sign the Financial Data Request Form which may be obtained by contacting the Beede Enforcement Hotline at 617-737-1512 or toll free at 1-888-294-6980 or by visiting the Beede Web Site at [www.epa.gov/region01/superfund/sites/beede](http://www.epa.gov/region01/superfund/sites/beede)
3. If you applied for any loans within the past 3 years, provide a copy of each loan application complete with all supporting documents.
4. A written position statement detailing your financial condition and ability to pay. Provide any documents which support your position or which you want us to consider.
5. Name and telephone number of the person(s) most familiar with the submitted documents to answer questions.

When submitting a request for financial review and required supporting documentation, please include your party identification number along with any documents or other information provided to EPA.

Requests for review should be sent to:

United States Environmental Protection Agency  
Office of Site Remediation and Restoration  
P.O. Box 8908  
Boston, MA 02114  
Attention: Beede Case Team/Financial Review Office