

# How-To Submit a Check Payment for Boiler Registration to the Bay Area Air Quality Management District

Make Checks Payable to:  
**Bay Area Air Quality Management District**  
939 Ellis St, Finance  
San Francisco, CA 94102  
We do not accept ACH/Wire Payments.

Contact: Ruby World  
Accounting Assistant  
415 749 4942  
rworld@baaqmd.gov  
(PDF W 9 Available)

- 1. Identify Check Payment** Please include the following written in the memo portion of the physical check and/or stub:  
"Boiler Registration for \_\_\_\_\_(Street Address).
- 2. Include Documentation** Please submit along with a complete print-out of the confirmation page from the registration form.
- 3. Provide a Contact** If the Accounts/Payable contact is different from the registration, please include this information.
- 4. (Alternative Memo)** When paying for renewal fees, please identify check payment with "Boiler Registration Renewal for \_\_\_\_\_  
(Registration ID number).

- **Do Not** Include Boiler Registration payments with any other payments to the District.
- **Do Not** combine multiple locations within the same check; one check per facility.
- **Do Not** submit without documentation (Step 2).
- **Do Not** preemptively pay renewal registrations without first being invoiced by the District.