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.