**Section 251.203 Agency Billing Procedures**

a) The amount of the air pollution site fee and the due date of payment shall be included on a billing statement sent to the owner or operator of a site by the Agency's Bureau of Air.

b) For each year subsequent to the year of issuance as described in subsection (a), the amount of the air pollution site fee and the due date of payment shall be included on a billing statement addressed to the owner or operator of a site and mailed by the Agency at least 30 days prior to the due date of payment.

c) In the event of an increased assessment in fees, the Agency shall notify the owner or operator of a site of such increase with the annual billing.

d) If the owner or operator of a site has elected to use the advance payment method described in Section 251.208(a)(2), the annual billing statement shall include notification of increased assessment in fees, the status of the fee account, and a statement of any additional fees due to the Agency from the owner or operator of the site.

(Source: Amended at 22 Ill. Reg. 6652, effective March 31, 1998)