

Septic system pumping cost-share program

Eastern Panhandle Conservation District
West Virginia Conservation Agency



Cost-share program overview

SEPTIC PUMPING

- Reimbursement
- We pay 50% of the cost of pumping up to \$150
- Must be approved before getting your septic pumped
- Septic system must be located within Jefferson County

Septic pumping process - application

1. Contact the Eastern Panhandle Conservation District to verify eligibility if you're unsure.
2. Fill out an application and submit to the EPCD.
3. Wait for approval by the Eastern Panhandle Conservation District Board.

**EASTERN PANHANDLE CONSERVATION DISTRICT
JEFFERSON COUNTY WATER QUALITY IMPROVEMENT PROJECT
APPLICATION FORM (Application must be approved before pumping)**

Name _____ Date _____

Address _____

Daytime Phone _____ Evening Phone _____

The land is owned by the applicant _____ YES _____ NO
The land is leased by the applicant _____ YES _____ NO

Practice	Cost-Share Amount	Check "Yes" for ALL Practices That You Wish to Apply For	
<u>Septic Inspection & Pumping Program</u>	50% cost-share (up to \$150)	____ Yes	____ No
<u>Livestock Exclusion</u>	90% cost-share (up to \$10,000)		
Streambank Fencing (High-Tensile Wire only)		____ Yes	____ No
Stream Crossing		____ Yes	____ No
Alternative Watering System		____ Yes	____ No
Riparian Tree Planting Program		____ Yes	____ No

Water quality / conservation issues affecting your property:

Septic Pumping Program Timeline:

1. Complete and mail your application to Eastern Panhandle Conservation District (EPCD).
2. Your application will be reviewed for approval at the following EPCD board meeting (usually 3rd Wednesday of the month).
3. You will be notified of the status of your application after the board meeting.
4. If you are approved, you will receive an approval packet in the mail.
5. Have your septic system pumped within 60 days after receiving your packet.
6. Follow instructions provided in your approval packet and return all necessary forms to EPCD.
7. Your invoice for reimbursement will be reviewed and approved at the following EPCD board meeting and you will receive your reimbursement check shortly thereafter.

I (We) understand this application does not obligate the applicant(s) or the EPCD to enter into a contract.

Date: _____ Signature: _____

Revised 04/25/2024

Mail To: Eastern Panhandle Conservation District
151 Aikens Center, Suite 2, Martinsburg, WV 25404
Phone: (681)247-3010 Fax: 304-263-4986

Email: EPCD@wvca.us

1. Receive approval packet (via mail) - you may now proceed with getting your septic pumped.
2. Submit copy of paid invoice, completed invoice form, affidavit, and W-9 to the EPCD.
3. Payment will be approved at the next EPCD board meeting; will receive check in mail within 45 days.

Email: EPCD@wvca.us

Septic pumping process - reimbursement

Revised 3/27/2013

Septic Affidavit Form
Eastern Panhandle Conservation District
Jefferson County Water Quality Improvement Project

Date _____

Name _____

Mailing Address _____

Phone: _____ GPS coordinates: _____

Subdivision Name (if applicable): _____

Lot #: _____

Size of the existing septic (if known) _____

Last date pumped (if known) _____

Distance to the nearest stream/water body _____

I (we) understand that by applying for the septic pumping program, I (we) will be reimbursed 50% up to \$150.00 for a one time septic pumping, including a free septic inspection, and that the funds will be utilized for such. I (we) release all parties from liability. I understand that a copy of this signed form may be given to the County Health Department.

Homeowner Signature _____ Date _____

The Jefferson County Health Department makes the following statement:

We, the Jefferson County Health Department strongly endorse the Septic Tank Pumping Program! Our Office highly recommends that homeowners with older septic systems that predate Jefferson County Planning and Zoning Regulations and the Mandatory Septic Permitting and Installation and Inspection Program of 1970 should fill out an affidavit form and record this document with the Jefferson County Health Department. This would be a safe place to store a record of what is known about your system for future needs (example; house being sold, refinancing, etc.).

Mail To: Eastern Panhandle Conservation District
151 Aikens Center, Suite 2, Martinsburg, WV, 25404
Phone: 681-247-3010 Fax: 304-263-4986

1

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Please provide the information highlighted below for only **ONE** member of your household.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions.	
Requester's name and address (optional)	
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person **▶**

Date **▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)

Email: EPCD@wvca.us

WV Housing Development Fund On-Site Systems Program (Loan)

Low interest long term loan: “Up to \$10,000 for eligible households to repair or replace onsite septic tanks or for connection to a public treatment system”

From their website:

Eligible Households:

- This program is limited to owner-occupied or long-term lessee.
- Loan Terms: The maximum loan amount is \$10,000. The maximum loan term is 10 years.

The infographic features a green header and a light green background with a large, faint number '5' in the center. It contains text about the loan program, a summary, eligible households, loan terms, and a Q&A section. At the bottom is the WV Housing Development Fund logo and website.

Up to \$10,000 for eligible households to repair or replace onsite septic tanks or for connection to a public treatment system

Summary:
The Onsite Systems Loan Program is designed to provide a low-interest loan to eligible borrowers to repair or replace existing onsite septic tanks. This program can also cover the cost of connecting to publicly-owned sewer treatment systems once they become available.

Eligible Households:
Limited to owner-occupied or long-term lessees.

Loan Terms:
The maximum loan amount is up to \$10,000 (exceptions to loan amount on case-by-case basis.) The maximum loan term is up to 10 years with a 2% interest rate.

Q: How do I get started?
A: You can use any of the following ways to get answers to your questions and start your loan process:
• Contact the West Virginia Housing Development Fund through its website: www.wvhdf.com
• Call the West Virginia Housing Development Fund and ask for the Loan Origination Department at 800.933.8511. You will be advised of a contact in your area.

Q: What documents will I need during the processing of the loan?
A: 1. The deed/lease agreement, to provide evidence of ownership
2. The latest property tax receipt
3. A Certificate of Qualification from the county sanitarian and all appropriate permits
4. A letter of non-service from the public service district or municipality
5. A bid from a Certified Septic Tank Installer

Q: Is there an application fee?
A: No, there is no application fee for those affected by the June, 2016 flood.

Q: Who do I make my loan payment to?
A: The West Virginia Housing Development Fund. You will receive a payment book in the mail shortly after loan closing.

Q: Where will I close the loan?
A: With the local loan originator or possibly by mail
A. How does the contractor get paid?
B. You will be mailed a two-party check made out to you and the contractor once we receive evidence of satisfactory completion from the sanitarian.


West Virginia Housing Development Fund
www.wvhdf.com

Website: www.wvhdf.com/programs/on-site-systems-loan-program

Questions

Email: EPCD@wvca.us

Website: www.wvhdf.com/programs/on-site-systems-loan-program