



November 2023

Re: License to Operate Application

Public Water System Owner:

In accordance with Ohio Law (Ohio Revised Code §6109.21), public water systems in Ohio must obtain a license to operate from the Director of the Ohio Environmental Protection Agency. Attached to the email that you received is an application for your license. A schedule summarizing the fees can be found on the second page of this letter. The associated LTO fee can be paid on-line at Ohio EPA's eBusiness Center. The instructions on how to pay the fee on-line can be found below starting on page four.

To pay by check please use the remittance form found on the bottom of your LTO invoice. Mail the form along with your check to the address listed on the remittance form.

Failure to submit payment by the due date may result in a 10% penalty. Payment alone of the appropriate fee does not guarantee the issuance of the license to operate. Non-compliance with Ohio's drinking water rules may result in denial of the license.

The information shown on the application is current as of the date of this letter and is the basis for the 2024 fees. If there are changes to the owner's information or water system information used to determine the fee, **contact your local Ohio EPA district office**. The phone number for your local Ohio EPA district office can be found on page three.

Method of payment questions should be directed to Vickie Stevens-Pease, Division of Drinking and Ground Waters at (614) 644-2752.

Sincerely,

A handwritten signature in black ink that reads "Amy J. Klei".

Amy J. Klei, Chief
Division of Drinking and Ground Waters

- NO PERSON SHALL OPERATE OR MAINTAIN A PUBLIC WATER SYSTEM IN THE STATE OF OHIO WITHOUT A PUBLIC WATER SYSTEM LICENSE.
- IF THERE ARE ANY CHANGES TO THE OWNER OR WATER SYSTEM INFORMATION CONTAINED ON THIS APPLICATION, CONTACT NORTHEAST DISTRICT OFFICE - DDAGW at 330-963-1200.

MARSHALLVILLE, VILLAGE OF
PO BOX 169
MARSHALLVILLE, OH 44645

ONLINE PAYMENT INFORMATION

Below you will find two links. The first link will take you to the instructions on how to setup an OHID account and how to pay the fee once you have logged onto the portal. The second link will take you to the portal login page.

[Link to Online Payment Instructions](#)

<https://epa.ohio.gov/static/Portals/28/documents/enforcement/FeeSchedule-PaymentInstructions.pdf>

[Link to OHID Portal](#)

<https://ohid.ohio.gov/wps/portal/gov/ohid/>

WATER SYSTEM INFORMATION

PWS ID: OH8501912 PWS Name: MARSHALLVILLE VILLAGE PWS

PWS Type : COMMUNITY

Number of Service Connections: 367

Surface Water Source: No

FEES FOR YEAR 2024

Based on the water system information above, the fee owed by your water system is shown in the total column.

Included with this invoice is a handout that indicates how this information was used to calculate your fee.

TOTAL

Pay this amount:

\$704.64

PAYING BY CHECK, DETACH THIS STUB AND INCLUDE WITH YOUR PAYMENT. RETAIN THE TOP PORTION FOR YOUR RECORDS.

DDAGW PW- Public Water System License to Operate (LFCWS)

PWS NAME: MARSHALLVILLE VILLAGE PWS

PWS ID: OH8501912

Contact NAME: MARSHALLVILLE, VILLAGE OF

Pay to: **Treasurer, State of Ohio.** Please write the **Revenue ID** on your check.
This is a lockbox. Please do not send other correspondence to this address.

Ohio EPA
PO BOX 77005
Cleveland, OH 44194-7005

Due Date:	12/31/2023
Revenue ID:	1597006
Amount Due:	\$704.64
Type Code:	LFCWS
Transaction ID:	

License to Operate (Effective July 1, 2003)

A person applying for a license or license renewal to operate a public water system must pay the appropriate fee at the time of application to the director. Any person who fails to pay the fee at the time must pay an additional amount that equals ten percent of the required fee. Fees must be calculated in accordance with the following schedule:

COMMUNITY WATER SYSTEMS (Effective July 1, 2003)

Number of Service Connections	Fee per Service Connection
Not more than 49	\$112 (total)
50-99	176 (total)
100 to 2,499	1.92
2,500 to 4,999	1.48
5,000 to 7,499	1.42
7,500 to 9,999	1.34
10,000 to 14,999	1.16
15,000 to 24,999	1.10
25,000 to 49,999	1.04
50,000 to 99,999	0.92
100,000 to 149,999	0.86
150,000 to 199,999	0.80
200,000 or more	0.76

A public water system may determine how it will pay the total amount of the fee calculated, including the assessment of additional user fees that may be assessed on a volumetric basis. As used in this schedule, "Service Connection" means the number of active or inactive pipes, goosenecks, pigtails, and any other fittings connecting a water main to any building outlet.

NON-TRANSIENT NON-COMMUNITY WATER SYSTEMS (Effective July 1, 2003)

Population Served	Fee Amount
Fewer than 150	\$ 112
150 to 299	176
300 to 749	384
750 to 1,499	628
1,500 to 2,999	1,268
3,000 to 7,499	2,816
7,500 to 14,999	5,510
15,000 to 22,499	9,048
22,500 to 29,999	12,430
30,000 or more	16,820

As used in this schedule, "Population Served" means the total number of individuals receiving water from the water supply during a twenty-four hour period for at least sixty days during any calendar year. In the absence of a specific population count, that number must be calculated at the rate of three individuals per service connection.

TRANSIENT NON-COMMUNITY WATER SYSTEM (Effective July 1, 2003)

Number of Wells Supplying System	Fee Amount
1	\$112
2	112
3	176
4	278
5	568
System designated as using a surface water source	792

As used in this schedule, "Number of Wells Supplying System" means those wells (either active or inactive) that are physically connected to the plumbing system serving the public water system.

All public water systems designated as using a surface water source must pay a fee of \$792 or the amount calculated using the number of service connections or population served whichever is higher.

Ohio EPA District Offices

Northeast District Office
Division of Drinking and Ground Waters
2110 East Aurora Road
Twinsburg, OH 44087
330-963-1200

Northwest District Office
Division of Drinking and Ground Waters
347 North Dunbridge Road
Bowling Green, OH 43402
419-352-8461

Southeast District Office
Division of Drinking and Ground Waters
2195 Front Street
Logan, OH 43138
740-385-8501

Southwest District Office
Division of Drinking and Ground Waters
401 East Fifth Street
Dayton, OH 45402-2911
937-285-6357

Central District Office
Division of Drinking and Ground Waters
50 West Town Street, Suite 700
Columbus, OH 43215
614-644-2752

Below is a link you can use for instructions on how to create an OHID account or get help with a forgotten Username or Password. You will need an OHID account to access Ohio EPA's eBusiness Center.

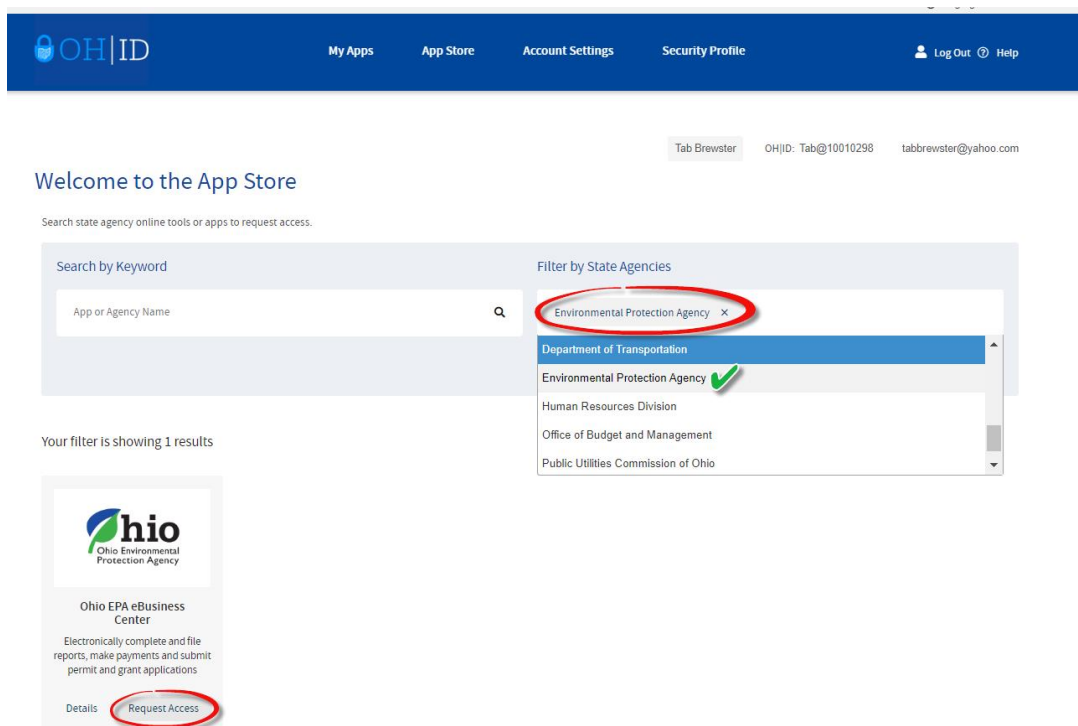
<https://ohid.ohio.gov/wps/portal/gov/ohid/help-center/help-logging-in>

How to request access to Ohio EPA's eBusiness Center

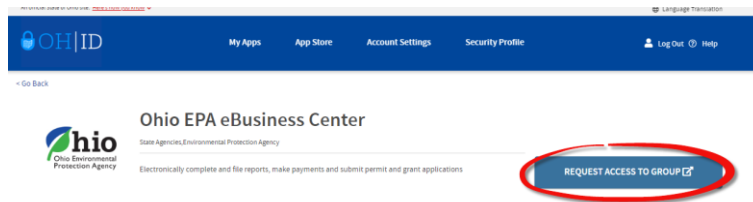
1. Once you are logged into the OHID portal click on the App Store link in the blue menu bar.



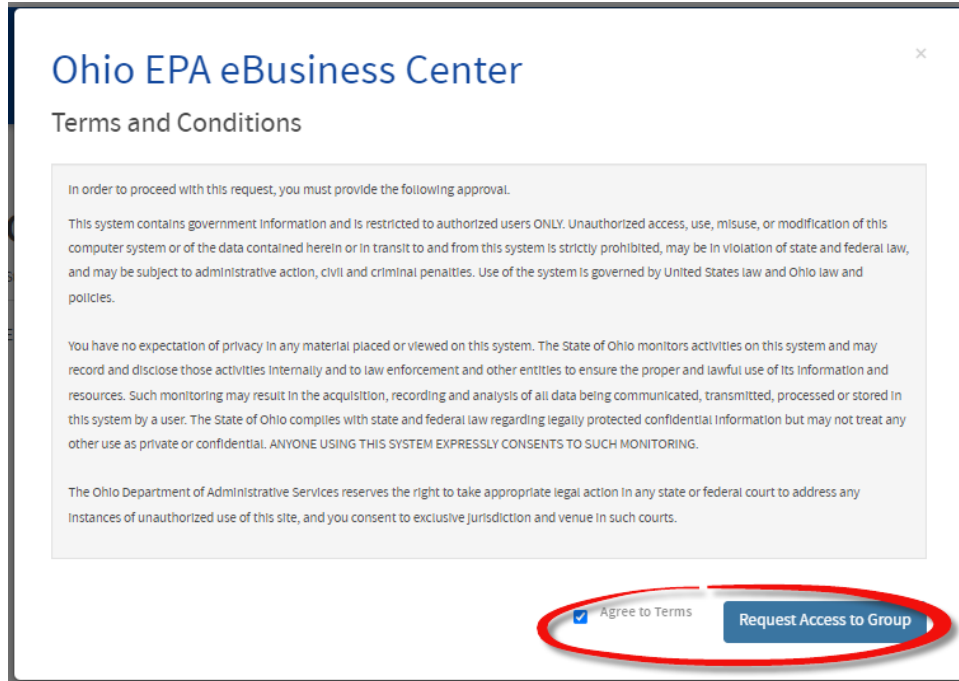
2. Click in the Filter by State Agencies box select Environmental Protection Agency from the dropdown.
3. Click on the Request Access button on the Ohio EPA eBusiness Center Tile.



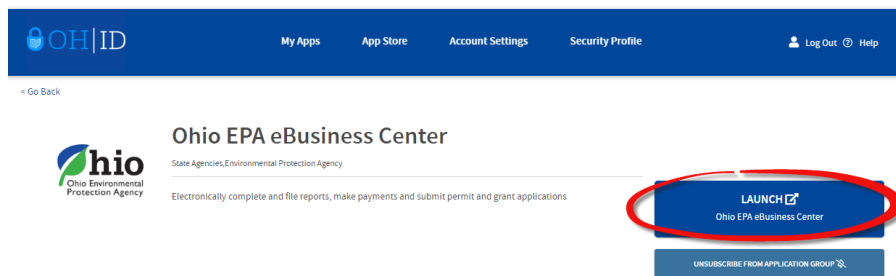
- Click on the REQUEST ACCESS TO GROUP button on the next window.



- Check the Agree to Terms box and click on Request Access to Group.



- Click on the LAUNCH Ohio EPA eBusiness Center button.



7. The Create New Account window will open, and you will need to complete all the fields that have an *. The first 3 required fields are pre-populated and cannot be changed. Once you have entered the required information click on the Create button at the bottom of the window. The eBusiness Center home page should open.

eBusiness Center

User ID*76569230

First Name*Tab

Middle Name

Last Name*Brewster

Company Name

Job Title*Yahoo

Security Question*What is Red

Security Answer*Apple

Address Line 1*10 Town St

Address Line 2

City*Columbus

State*OH

Zip*43215

Primary Email Addresstabobrewster@yahoo.com

Secondary Email Address

Verify Secondary Email Address

Phone Number*(614) 644-2764

Create

Cancel

Reset

8. Use the instructions below to make your payment.

How to pay by credit card

A service fee of 1.9% is added to payments made by credit card. You will be charged for two payments, the invoice payment, and a separate service fee. When you arrive at the payment screen, please enter your billing name and address exactly as it appears on your credit card statement. You must use either a Master Card, VISA, or Discover Credit Card.

1. Click on the service labelled Pay Ohio EPA Fees Online

Protection Agency

eBusiness Home **My Account** ▼

 **Welcome to the Ohio EPA eBusiness Center**

Available Services (What is this?)

Service
Air Services
Asbestos Services
Certified Operator Minimum Staffing Reporting
Conference and Events Registration
Division of Surface Water Credible Data
Division of Surface Water NPDES Permit Applications (STREAMS)
DMWM License and Registration Service
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)
DSW 401 Certification and Isolated Wetlands Permit
e-Discharge Monitoring Reports (eDMR)
e-Drinking Water Reports
E2 Administration
Generic File Upload
Hazardous Waste Report (eDRUMS)
OEEF Grant Service (No PIN Required)
Pay Ohio EPA Fees Online
Water/Wastewater Exam Providers
Water/Wastewater Operators
Water/Wastewater Training Providers

2. Click on the Lookup Invoice to Pay Online button
3. Click on the circle next to Revenue ID/Receivable ID.
4. Enter the Revenue ID/Receivable ID in the 2 boxes provided and click continue. You should see the Revenue ID/Receivable ID on the invoice or letter you received.
5. On the next window you will click on the Pay button.
6. Click on the Pay with Credit Card. You will get a warning notice click continue.
7. The Central Payment Portal will open. There you will see two amounts listed. The revenue balance due and the service fee that will be charged.
8. You will need to fill in all the boxes that have an *. If you need a Receipt you will need to click the checkbox and provided your email address in the box across from it.

Central Payment Portal

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.

For assistance locating the card security code, please select the following:

[Locate Card Security Code](#)

\$275_OH_EPA_PWS_LTO Payment Summary

Total

\$123.20

\$283_OH_EPA_SERV_FEE Payment Summary

Total

\$2.34

Payment Information

* Credit Card Number

* Credit Card Type

* Expiration Month

* Expiration Year

* Card Security Code

Billing Information

First Name

Middle Name

* Last Business Name

* Phone

* Address Line 1

Address Line 2

* City

* State/Province/Region

* Zip/Postal Code

Country

Email

Email Receipt

[Cancel](#)

[Continue](#)

Technical Support

If you need technical support for this online payment processing application, please send an email to ebizhelpdesk@epa.ohio.gov.

9. Click on the Continue button at the bottom. The next screen will ask you to verify the information.
10. If everything is correct click the Confirm button. If you need to correct any information, click the Back button at the bottom of the screen.
11. After the payment is confirm, a receipt is displayed.

How to pay by ACH (electronic check)

There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

When paying by ACH you must have a PIN. If you don't have an eBusiness PIN, below is a link below for instructions on how to request and activate a PIN.

<https://epa.ohio.gov/static/Portals/0/general%20pdfs/pinfactsheet.pdf>

1. Click on the service labelled Pay Ohio EPA Fees Online

Protection Agency

eBusiness Home My Account ▼

 **Welcome to the Ohio EPA eBusiness Center**

Available Services (What is this?)

Service
Air Services
Asbestos Services
Certified Operator Minimum Staffing Reporting
Conference and Events Registration
Division of Surface Water Credible Data
Division of Surface Water NPDES Permit Applications (STREAMS)
DMWM License and Registration Service
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)
DSW 401 Certification and Isolated Wetlands Permit
e-Discharge Monitoring Reports (eDMR)
e-Drinking Water Reports
E2 Administration
Generic File Upload
Hazardous Waste Report (eDRUMS)
OEEF Grant Service (No PIN Required)
Pay Ohio EPA Fees Online
Water/Wastewater Exam Providers
Water/Wastewater Operators
Water/Wastewater Training Providers

2. Click on the Lookup Invoice to Pay Online button
3. Click on the circle next to Revenue ID/Receivable ID.
4. Enter the Revenue ID/Receivable ID in the 2 boxes provided and click continue. You should see the Revenue ID/Receivable ID on the invoice or letter you received.
5. On the next window you will click on the Pay button.
6. Click on the Pay with ACH. You will get a warning notice click continue.
7. On the next window you will be prompted to enter your PIN and answer one of your security questions. Then you will click the Submit button.

Pin Validation

To complete your submission please enter your PIN and answer the security question below:

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

PIN:

Please answer this security question:

What color is red?

Submit

Cancel

8. The Central Payment Portal will open. There you will see the amount due listed.
9. You will need to fill in all the boxes that have an *. If you need a Receipt you will need to click the checkbox and provided your email address in the box across from it.

Ohio

Environmental Protection Agency

eBusiness Center

Central Payment Portal

Enter Payment Information

Please enter your electronic check payment and billing information below. All of the fields marked with an asterisk are required.

Your checking account number should not include the 4 digit check number that usually appears on your check either before or after the checking account number. For assistance locating the checking account information, please select the following:

Locate Checking Account Information

\$277_OH_EPA_FEE Payment Summary

Total

\$250.00

Payment Information

* Bank Routing Number

* Confirm Routing Number

* Bank Account Number

* Confirm Account Number

Billing Information

First Name

Middle Name

* Last/Business Name

* Phone

* Address Line 1

Address Line 2

* City

* State/Province/Region

* Zip/Postal Code

Country

United States

Email

Email Receipt

☐

Cancel

Continue

Technical Support

If you need technical support for this online payment processing application, please send an email to ebizhelpdesk@epa.ohio.gov.

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10. Click on the Continue button at the bottom. The next screen will ask you to verify the information.
11. If everything is correct click the Confirm button. If you need to correct any information, click the Back button at the bottom of the screen.
12. After the payment is confirm, a receipt is displayed.