**Portfolio Request Form for Emissions Banking and Trading (EBT) Programs**

Emissions Banking and Trading Programs

Texas Commission on Environmental Quality

This form is to request a new EBT account (i.e., portfolio) due to a site ownership change or for a new site or broker that will participate in the EBT Programs.

* For a site ownership change, attach this form to the electronic Change of Ownership application through the State of Texas Environmental Electronic Reporting System ([STEERS](https://www3.tceq.texas.gov/steers/index.cfm?fuseaction=login.home&loginmessage=logout)).
* For new sites or brokers, email this form to the EBT Programs at ebt@tceq.texas.gov.

The Portfolio Number (e.g., P+4-digits) will be provided via email upon submission and review of a completed form.

**Instructions:** Complete the tables below with the following information**.**

1. **Request Type:** Select either Change in Site Ownership or New Site
2. **New Portfolio Information:** Complete the information for the company and site/broker that will be affiliated to the new portfolio.
3. **New Portfolio Technical Contact:** Provide the contact informationfor the new portfolio. This should be either a contact for the buyer or the new site owner. This individual will be notified once the request has been processed and will receive the new Portfolio Number.

**If you have questions on how to complete this form or about the Emissions Banking and Trading Program, please contact us at 512-239-1250**

| **Request Type** |  |
| --- | --- |
| [ ]  | Change In Site Ownership |
| [ ]  | New Site/New Broker |

| **New Portfolio Information**  |
| --- |
| Company Name: |
| Customer Reference Number (CN): |
| Site/Broker Name: |
| Regulated Entity Number (RN): |

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| **New Portfolio Technical Contact**  |
| Contact Name: |
| Contact Title:  |
| Email:  |
| Phone Number: |