

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](#)).
- 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 information for 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	
<input type="checkbox"/>	Change In Site Ownership
<input type="checkbox"/>	New Site/New Broker

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

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