

A	B	C	D
1	INSTRUCTIONS FOR COMPLETING THE REQUEST FOR INFORMATION "ADD SITE/DELETE SITE" FORM		
2			
3	Column Number	Field Name	What to Enter
4	1	Item Number	You do not need to enter anything into this field
5	2	Product ID	You do not need to enter anything into this field
6	Complete columns 3-9 for ALL sites		
7	3	Request Type	Select ADD if you are requesting a site to be added to your contract Select DELETE if you are requesting a site be deleted from your contract Completion of this "Request for Information - Deleting A Site" form will cause disconnection of the electrical power to listed site(s) with a Request Type of "DELETE". Please notify us immediately if you are aware that disconnection of power would cause harm to a third party. We will process the delete with your requested removal date; however, you will be held responsible for the electric service to the site through the earlier of the date the Move-Out is completed or the new owner of the site assumes financial responsibility for use of the electric service
8	4	ESI ID#	In ERCOT, the Electric Service Identifier ID#, which is assigned by the TDSP, is the basic identifier for each point of electricity delivery. The ESI ID is used in the registration and settlement systems managed by ERCOT.
9	5	SERVICE LOCATION NAME	The specific name the location goes by. In addition to the company name listed on your contract, you can specify this location name, which will also appear on your electricity invoice to help you identify this location from others. If you do not need a specific location name to appear on your electricity invoice, you may leave this field blank.
10	6	Meter Street Address:	The physical address where the meter is installed or will be installed. This address must match TDSP and ERCOT records.
11	7	City:	The city where the meter is installed or will be installed.
12	8	State	The State where the meter is installed or will be installed.
13	9	Zip Code:	The zip code where the meter is installed or will be installed.
14	Complete columns 10-13 for DELETE sites only ("Request Type" is DELETE)		
15	10	Requested Removal Date:	The "Requested Removal Date" is the date you are requesting the meter to be de-energized and/or removed. Please provide a minimum of 8 business days advance notice if at all possible to allow for Reliant contract amendment processing (3 days) and 3-5 days for the TDSP to work our disconnect order. If you are unable to provide 8 business days advanced notice, please contact your Account Specialist as soon as possible to request special arrangements. (Please note: If your contract amendment requires a customer signature, the 8 day advance notice does not take into account the number of days it takes for us to receive the customer's signed amendment. Please allow for additional time accordingly.)
16	11	If you are aware of a new owner/occupant at the site, please provide a contact name, phone number, and/or mailing address.	If you are aware of a new owner/occupant at this premise, please provide a contact name, phone number, and mailing address (if known) so we can attempt to prevent any unintended service disruption. You may also provide additional contact information in the "Comments" field if necessary. This request is to prevent the possible disconnection or termination of a customer receiving service without a contract, in accordance with PUC substantive rules applicable to Electric Service Providers (Substantive Rule 25.488: Procedures for a Premise with No Service Agreement)
17	12	Does the meter need to be physically removed or just de-energized?	Answer " Physically Remove Meter " to physically remove the meter only if pending demolition, construction or a hazardous situation at the premise exists. Otherwise, answer " De-energize only: leave meter intact ", which will still shut off power to the meter without physically removing it from the premise.
18	13	REASON FOR MOVE OUT AND COMMENTS	Any additional information that aids the assessment of the location and/or contact information for the new owner/occupant of the location.
19	Complete columns 14-62 for ADD sites only ("Request Type" is ADD)		
20	14	IS THIS A "MOVE IN" OR "SWITCH"?	Specify one. A " Move In " is either a brand new meter, one you are taking ownership of for the first time, or a meter that is not currently flowing power. A " Switch " is when you already have service, but you are switching from your current retail provider to Reliant.
21	15	REQUESTED SWITCH DATE or MOVE IN DATE	If this is a SWITCH, this is the date you prefer to have your service switched from your current Retail Electric Provider to Reliant. Please note that ERCOT rules require an enrollment to be entered 3 business days prior to the TDSP working the order. Also, please allow an additional 3-5 business days for your contract to be amended (a customer signature may be required as well prior to Reliant sending the enrollment to the TDSP). If this is a MOVE IN, this is the date you are requesting the meter to be installed and energized, and/or the date you plan to move in. Please note that ERCOT rules require an enrollment to be entered 3 business days prior to the TDSP working the order (installing the meter). Also, please allow an additional 3-5 business days for your contract to be amended (a customer signature may be required as well prior to Reliant sending the enrollment to the TDSP). Additionally, City inspections and/or occupancy permits, if required by the City, must be completed and on record with the TDSP before the TDSP will energize the meter.
22	16	DOES A METER ALREADY EXIST AT THIS PREMISE?	Is there a meter already in place for this ESI ID? (Yes or No)
23	17	PERMITS RECEIVED?	Does the customer have all the appropriate permits for the meter installation? (Yes or No). PLEASE NOTE: There are 2 predominant scenarios in which city permits are required: 1) Brand new meter installations require Inspection permits, and 2) tenant changes and changes in ownership (including company name changes) require City Occupancy permits. The absence of any required city permits will delay your Move In , so please contact the respective TDSP to see if a permit is required. If required, the TDSP can give you the appropriate City phone # for scheduling your inspection. TDSP Customer Service phone # are listed below.
24	18	IS THE PREMISE INSIDE OR OUTSIDE OF CITY LIMITS?	This designation determines the GRT, Gross Receipts Tax, for billing purposes. GRT is paid by Reliant based on gross receipts from retail sales of electricity and related charges where the Delivery Point is located inside an incorporated city or town. The rates vary based on the city/town population.
25	19	IS THE PREMISE SALES TAX EXEMPT?	Please state whether or not your premise is considered exempt from sales tax. If it is tax exempt, please provide a signed copy of your company's Tax Exemption Certificate. The Exemption Certificate must reference either the ESI ID# or the Reliant Account # (if established) for auditing purposes.
26	20	TAX EXEMPTION PERCENTAGE	If your premise tax exemption is less than 100%, enter the tax exemption percentage.
27	21	Meter Billing Address:	The address where the bill for this meter will be sent, if different than the billing address in the Customer Information section of the form.
28	22	City:	The city for the billing address
29	23	State	The State for the billing address
30	24	Zip Code:	The zip code for the billing address
31	25	Billing In Care Of Name	This name will appear on the invoice, in the mailing address window, beneath the Billing Account name
32	26	MISCELLANEOUS COMMENTS	Any additional information that aids the assessment of the location.
33	27	MARKET	You do not need to enter anything into this field
34	28	TDSP/EDC	You do not need to enter anything into this field
35	29	CYLE NUMBER	You do not need to enter anything into this field
36	Columns 29 - 60 are for providing load information for added sites. You only need to provide one of the following load sources for each site being added: Load based on already contracted site - complete columns 29 - 30 Load based on site characteristics - complete columns 31 - 36 Load based on Monthly consumption - complete columns 37 - 48 Load based on Monthly Peak Demand - complete columns 49 - 60		
37	Load based on already contracted site		
38	30	COMPARISON SITE ID #	If the usage (or load profile) of the site you are adding is comparable to another site that is already active on your current contract, list the Comparison ESI ID in this field. Since the Comparison site's load will be used to assess the site you are adding, it will not be necessary for you to populate consumption data in the "Monthly Consumption (KWH)" and "Monthly Peak Demand (KW)" fields, or to complete the "Site Characteristics"
39	31	COMPARISON SITE TDSP	If you entered a Comparison Site ID, enter the TDSP for the Comparison Site. LOV is available for selection.
40	32	PERCENTAGE OF CONSUMPTION	For estimation purposes, what percentage of the Comparison Site's load will the 'site being added' use? Example: If the Comparison Site's load is 5 million kwh, and the site being added has an estimated or actual load of 4 million, then the PERCENTAGE OF CONSUMPTION to the Comparison Site is 80%.
41	Load based on site characteristics		
42	33	TYPE OF METER	If you are unsure, the TDSP can tell you if the meter type is Interval (Interval Data Recorder), Scalar (measures peak demand), Scalar Non-Demand, or Unmetered. Guard lights and security lights are typically unmetered.
43			Choose from one of the appropriate categories below that best describes the nature of the business of the location.