****TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

REQUEST FOR BILLING ADDRESS CHANGE

OF A WATER QUALITY PERMIT OR REGISTRATION

If you have questions about completing this form please contact the Applications Review and Processing Team at 512-239-4671.

# Current Permit or Registration Information

What is the TCEQ Water Quality Permit or Registration Number? Enteregistraumber here

What is the EPA I.D. Number? TX enter EPA here

Current Name on Permit or Registration: enter current name on permit or registration here

What is the Customer Number (CN) for the current Permittee? CN enter customer number here

What is the Regulated Entity Reference Number (RN): RN enter regulated eer here

# New Billing Address Information

Billing Contact Name: enter billing contact name here

Organization Name: enter organization name here

Billing Mailing Address: enter mailing address here

City, State, and Zip Code: enter city, state, and zip code here

Email: enter email address here

Phone Number: e faxmber here Fax Number: e faxmber here

# Certification and Signature

Responsible Official Name: enter responsible official's name here

Responsible Official Title: enter title here

I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision, in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I am authorized under 30 Texas Administrative Code §305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signature (Use blue ink): sign in blue ink here, do not type Date: enter date signed here

# Mailing Information

Mail completed form to:

Texas Commission on Environmental Quality

Applications Review and Processing Team (MC-148)

P.O. Box 13087

Austin TX 78711-3087

This is the end of the form. Instructions begin on the next page.

INSTRUCTIONS

This form applies to:

* Sludge Permits and Registrations authorized under Chapter 312
* Industrial and Municipal Permits authorized under Chapter 305
* Agriculture Permits and Registrations authorized under Chapter 321
* Industrial and Municipal Reclaimed Water Authorization authorized under Chapter 210

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the Records Services - Central File Room Customer Service Center at 512- 239-2900.

# Current Permit or Registration Information

Insert your permit number or Registration Number. If you are unsure of your number you can find the information on the Central Registry web site at: <http://www15.tceq.texas.gov/crpub/>

You can search by the customer (CN) or Regulated Entity (RN). A list of all permitted sites will be shown in the search window for the customer or site.

An EPA I.D. Number is assigned to Texas Pollutant Discharge Elimination Permits (TPDES) only. The number can be found on the top right-hand corner of your issued permit. You can also search for the number on the Central Registry web site at: <http://www15.tceq.texas.gov/crpub/>

Please list the current name that is on your permit or registration. This information can be found on the first page of your permit.

Each customer of the TCEQ is assigned a customer number (CN). You can search for your number on the Central Registry web site at: <http://www15.tceq.texas.gov/crpub/>

A Regulated Entity Reference Number (RN) is issued by TCEQ to each site where a regulated activity occurs that is regulated by TCEQ. This is not a permit number, registration number, or license number. Search TCEQ’s Central Registry to locate your regulated entity number at: <http://www15.tceq.texas.gov/crpub/>

# New Billing Address Information

# Provide a complete billing address for receiving invoices from the TCEQ. The billing address must be recognized by the US Postal Service. You may verify the address on the following website: [https://tools.usps.com/go/ZipLookupAction!input.action](https://tools.usps.com/go/ZipLookupAction%21input.action) .

# The phone number and fax number should provide contact to the permittee.

# Annual Fee

The permittee is responsible for paying the annual fee. The annual fee will be assessed for permits that are active on September 1 of each year. TCEQ will send the invoice for the annual fee to the address provided in this section. The permittee is responsible for terminating the permit when it is no longer needed.

# Certification and Signature

In accordance with 30 Texas Administrative Code §305.44 relating to Signatories to Applications, all applications shall be signed as follows:

For a corporation, the application shall be signed by a responsible corporate officer. For purposes of this paragraph, a responsible corporate officer means a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.

For a partnership or sole proprietorship, the application shall be signed by a general partner or the proprietor, respectively.

For a municipality, state, federal, or other public agency, the application shall be signed by either a principal executive officer or a ranking elected official. For purposes of this paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

This is the end of the instructions.