

## TCAP Add/Delete Form

City Name: City of San Angelo  
Your Name: Jeffrey Tomlinson  
Title: Purchasing Manager  
Requestor: \_\_\_\_\_

Date: \_\_\_\_\_  
Phone: (325) 657-4219  
Fax: \_\_\_\_\_  
Email: [jeffrey.tomlinson@cosatx.us](mailto:jeffrey.tomlinson@cosatx.us)

ESI ID for Requested Service Location: \_\_\_\_\_  
Service Address for Requested Location: \_\_\_\_\_  
What is the purpose of this service location: \_\_\_\_\_

### Type of Service Requested

*Please check the type of service requested and answer all required questions*

#### Install and energize a meter

Will the demand for this location be over one-half (0.5) mW? Yes No  
Is this service location ready to be energized at this time? Yes No  
Has the location been inspected with a permit submitted to the utility? Yes No  
Will this new service location be added to an existing Gexa account? Yes No  
What is the existing account number? \_\_\_\_\_

#### Turn on an existing meter

Is this service location ready to be energized at this time? Yes No  
Has the location been inspected with a permit submitted to the utility? Yes No  
Will this new service location be added to an existing Gexa account? Yes No  
What is the existing account number? \_\_\_\_\_  
Is this a priority request? Yes No

*The utility will process priority requests within 24 hours of receiving it, as long as all permits are filed and no additional construction is necessary. There will be a pass-through charge from the utility for priority service. Standard requests are processed by the utility within three business days of receiving it.*

#### Switch existing service into the City's name

Will this new service location be added to an existing Gexa account? Yes No  
What is the existing account number? \_\_\_\_\_

#### Turn off an existing meter

Does the meter need to be removed? Yes No  
What is the existing account number? \_\_\_\_\_

Signature of authorized requestor: \_\_\_\_\_

**This form will serve as an amendment to your current Gexa Energy contract.**

Please return form to the TCAP Customer Service Team

Via Email: [TCAP@gexaEnergy.com](mailto:TCAP@gexaEnergy.com)