



**Instructions for  
Energy Efficiency Identification Notice Form for Distribution Voltage Industrial Customers  
Pursuant to P.U.C. Subst. R. 25.181(w)**

Note: This form applies only to a for-profit entity engaged in an industrial process taking electric service at distribution voltage that qualifies for a tax exemption under Tax Code §151.317. Do not use this form if you intend to allow the facilities identified in this notice to participate in any utility-sponsored energy efficiency programs provided by SWEPCO for the three years following the effective date.

**The Identification Notice is limited solely to the metered point of delivery of the industrial process taking place at the consuming facilities. A metered point of delivery is identified as a SWEPCO account number and a meter number where the industrial process is taking place.**

- A. A completed notice form shall consist of the following.<sup>1</sup>
  - 1. A completed Energy Efficiency (EE) Identification Notice Form for Distribution Voltage Industrial Customers.
  - 2. A copy of the customer's existing Texas Sales and Use Tax Exemption Certification (pursuant to Tax Code §151.317).
  
- B. Identification Notices shall be submitted no later than **February 1** to be effective for the following program year.<sup>3</sup> For example, the EE Identification Notice must be submitted by February 1, 2015 for the qualifying meter point to be effective beginning with the first billing cycle in January, 2016.
  
- C. Once approved, Identification Notices are effective for a three-year period beginning with the first billing cycle of the following year and must be renewed every three years.
  
- D. **One form is required for each metered point of delivery** that qualifies for the industrial process tax exemption under Tax Code §151.317.
  
- E. Identification Notices will be treated as confidential, highly sensitive protected material by the utility.
  
- F. The completed notice(s) shall be mailed to:
  - SWEPCO
  - P. O. Box 21106
  - Shreveport, LA 71156
  - ATTN: Lana Deville

<sup>1</sup> Substantive Rule §25.181(w)

<sup>2</sup> Substantive Rule §25.181(c)(30)

<sup>3</sup> January 1 to December 31



**CONFIDENTIAL—HIGHLY SENSITIVE PROTECTED MATERIAL**

**Energy Efficiency Identification Notice Form for Distribution Voltage Industrial Customers**

Company Name	
Facility Name or Description	
Facility Service Address	
Name of Owner	
Primary Contact Person and Title	
Telephone Number	
Description of Industrial Process (product being manufactured, fabricated, or processed) at this meter point	
Meter Point (Account Number* or ESI ID)	

\* A meter point is identified by a SWEPCO account number or the ESI ID as shown on the monthly electric bill.

**All fields must be completed.**

I certify that the information presented in this Energy Efficiency Identification Notice Form for Distribution Voltage Industrial Customers is correct and the Meter Point submitted meets the qualifications of a for-profit entity engaged in an industrial process taking electric distribution voltage that has received a tax exemption under Tax Code §151.317. I understand that, upon SWEPCO’s acceptance of this notice, the facility identified in this notice will be unable to participate in any energy efficiency programs provided by SWEPCO for the three years following the effective date of this EE Identification Notice as provided in Instruction C.

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Authorized Representative of Industrial Facility

Date

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Title

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Email Address

**Attach a copy of the existing Texas Sales and Use Tax Exemption Certification pursuant to Tax Code §151.317.**