

# ERMS Transfer Agreement Cancellation Instructions

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## GENERAL INFORMATION

This form is used to cancel a transfer agreement between two parties. All sections must be completed with the individual account officers signing their respective signature block.

## SELLER'S INFORMATION AND AUTHORIZATION

This section is used to provide information on the seller.

**ERMS Account Number** – Enter the ERMS account number that has been assigned to the account that is selling the ATUs.

**Name of Seller** – Enter the name (e.g., company name) associated with the account selling the ATUs.

**Account Officer Name** – Enter the name of the account officer who is representing the seller.

**Account Officer Number** – Enter the identification number assigned to the account officer.

**Number of ATUs currently transferred** – Enter the number of ATUs to be transferred each year.

**Years Transfer Agreement Effective** – Enter the beginning and ending seasons (years) the transfer agreement is effective. For permanent transfer agreements, do not enter a value in the ending field.

**Date of Transfer** – Specify the date the transfer agreement takes place each year. If no date is specified, the transfer agreement will execute on the day ATUs are allotted.

**Purchase Price** – Enter the amount that is paid for each ATU.

**Cancellation Date** – Enter the date the transfer agreement is to be cancelled. Enter "immediately" to have the Bureau of Air cancel the transfer agreement immediately upon receipt.

**Account Officer Signature** – The seller's account officer must sign and date this portion of the form.

## BUYER'S INFORMATION AND AUTHORIZATION

This section is used to provide information on the buyer.

**ERMS Account Number** – Enter the ERMS account number that has been assigned to the account that is buying the ATUs.

**Name of Buyer** – Enter the name (e.g., company name) associated with the account buying the ATUs.

**Account Officer Name** – Enter the name of the account officer who is representing the buyer.

**Account Officer Number** – Enter the identification number assigned to the account officer.

**Account Officer Signature** – The buyer's account officer must sign and date this portion of the form.

## MAILING ADDRESS

Once completed, mail the form to:

Illinois EPA  
Bureau of Air  
Air Quality Planning Section  
PO Box 19276  
Springfield, Illinois 62794-9276