How to fill out, submit and receive confirmation for your Tap and Connection request

We have streamlined the process for T&C's to avoid rejection and or incorrect information being submitted. After filling out the T&C form, send it back to us, choosing one of the following options:

Option One
If you have an updated version of Adobe Read or higher on your computer and your email allows Adobe to open it, fill in the electronic form, hit the Submit button at the bottom of the form

and it will launch your Microsoft Office Outlook and attach the pdf to an outgoing email addressed to us. If it is a condo place the word "Condo" In the subject line after the Tax Identification Number, which will streamline that particular request.

Option Two
Fill out the form electronically then save the PDF with the file name being the Tax Identification Number. Attach PDF to an email with the Subject line being ONLY the Tax Identification Number and if it is a Condo place "Condo" in the subject line.
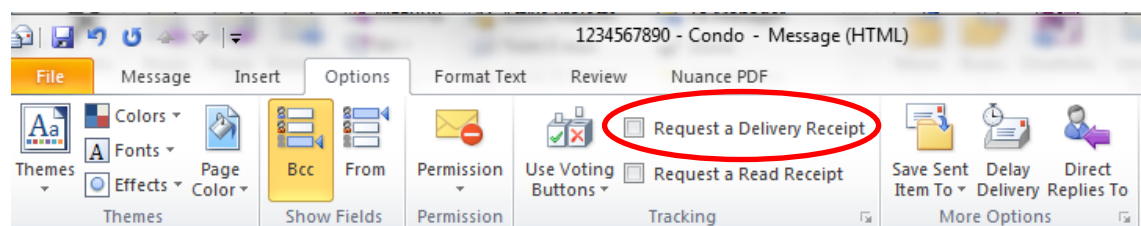
Option Three
On the bottom of the form hit the Print feature and in the Printer Name Field and look for Adobe PDF – which as a print option will allow you to save the form as a PDF to your computer. Attach to an email, place in the subject line the Tax Identification number and if it is a condo, place the word "Condo" in the subject line.

Or, as a last resort, print out the filled out form, scan and email it back to us

Confirmation of Receipt & Expected Response Time
After attaching the T&C form to an email, in outlook on the toolbar select "Options" and in "Tracking" select "Request a Deliver Receipt." You will receive a confirmation back from our servers that it has been received and expect a response back with your T&C letter in no less than 2 weeks if there are no issues with your request.

We are moving away from faxing and towards paperless processing. Hand written T and C's faxed do not come across clearly, so please do not fax in hand written requests. Instead, utilize the fill in form and submit electronically as outlined above.