



## Request to Purchase and Exchange Backflow Tags

**Form Valid December 1, 2022–January 31, 2023**

To purchase and exchange backflow tags by mail, please fill out the information below, print the form, and mail it with payment and any tags to be exchanged to the following address: Customer Services Bureau, San Francisco Public Utilities Commission, 525 Golden Gate Ave, 2nd Floor, San Francisco, CA 94102. The request may also be deposited in the night mail box outside the entrance of 525 Golden Gate Ave. Deposit by 8 am for fastest service. (Office closed Monday, Jan 16th.) Tags will be returned by certified mail.

Company Name:

Mailing Address for Tags:

### Purchases

Number of 2023 tags requested:                      @ \$24                      =

*Minimum purchase 10 tags*

### Exchanges

Each testing company may make a one-time exchange of up to one hundred 2022 backflow tags for an equivalent number of 2023 tags, provided that:

- Tags to be exchanged were purchased after June 30, 2022
- This form is postmarked by January 31, 2023

**Note:** CSB is not responsible for tags before they are received at CSB.

Number of tags to be exchanged:

*Maximum 100 tags*

### Payment Due

***Purchases (from above)***

***Exchange fee***

***Processing fee*** \_\_\_\_\_

***Total Due***

**Note:** There is a **\$15 exchange fee in addition to the \$15 processing fee for purchases.**

Form of Payment:

***Make checks and money orders out to SF Water Department.***

**Note re returned checks:** A fee of \$50 will be charged for each returned check. In addition, a hold will be placed on the company account, and all testers working for the company will be blocked from entering data into the CCAMS database until the check amount and \$50 returned-check fee have been paid.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact information (required): \_\_\_\_\_ (telephone or email)