



Customer Services Bureau
 San Francisco Public Utilities Commission
 525 Golden Gate Avenue, San Francisco, CA 94102 • (415) 551-3000



Request to Exchange Backflow Tags

Form Valid December 1, 2022–January 31, 2023

To exchange 2022 backflow tags for 2023 tags, please fill out the information below, print the form, and mail it with payment and tags to be exchanged to 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. **NOTE: Exchanges can only be made by mail.**

Company Name:

Mailing Address for 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

Exchange fee _____

Payment due

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)