

# Third Party Notification Form

San Jose Water's Third Party Notification program allows you to designate someone you know to receive a copy of any disconnection notice due to non-payment. If you have not paid your bill and your water service is in danger of being disconnected, your designated third party will be notified before your service is shut off. This third party can be a family member, neighbor, friend, or whomever you wish.

This "third party" is NOT financially responsible for your bill.

To register for the program, print this form and have BOTH parties sign it. The completed and signed form must be returned to San Jose Water to initiate third party notification on your account.

Mail or deliver in person: San Jose Water, 110 W. Taylor Street, San Jose, CA 95110

Email: [Customer.Service@sjwater.com](mailto:Customer.Service@sjwater.com)

Fax: 408-279-7917

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## CUSTOMER

Account No. \_\_\_\_\_ (11 digits) Account Holder Name \_\_\_\_\_

Service Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone No. \_\_\_\_\_  Cell  Landline

Primary Email Address \_\_\_\_\_

Signature of Customer \_\_\_\_\_ Date \_\_\_\_\_

## THIRD PARTY

Name \_\_\_\_\_ Relationship to Customer \_\_\_\_\_

Mailing Address to Send Notice \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone No. \_\_\_\_\_  Cell  Landline

Primary Email Address \_\_\_\_\_

Signature of Third Party \_\_\_\_\_ Date \_\_\_\_\_

## IMPORTANT THINGS TO REMEMBER:

- Notify us immediately to change/drop your third party.
- Notify us if your third party moves.
- Notify us if you move and you want the third party transferred to your new address.

Please keep a copy for your records.