

**DIVISION OF WATER  
BACKFLOW COMPLIANCE OFFICE**  
**Approved Tester Registration Payment Form**  
Effective February 22, 2016, Revised 11/21/2024

	A	B	C	D	E	F
See Instructions	Tester Name	ODOC Cert. #	New tester or reinstatement for current year ending Feb 15, 2025 \$100	New tester for only next year, beginning Feb 16, 2025 \$100	Renewal for next year beginning Feb 16, 2025 \$25	Sub-total
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
<b>Company name:</b>				<b>Date:</b>	<b>(G) Total due:</b>	

**Form Instructions:**

Note: Registration year runs from February 16 to February 15 of the next calendar year. Payment for the next registration year should not be submitted before November 16. Renewal fee must be received by Feb. 15 or approval will be revoked.

<b>A.</b>	<b>Tester Name</b> - List first name, middle initial, last name, and suffix (e.g. Jr.) for each tester covered by this payment.
<b>B.</b>	<b>ODOC Cert. #</b> - List the Ohio Department of Commerce backflow certification number for each tester.
<b>C.</b>	<b>New tester or reinstatement for current year ending Feb 15, 2025</b> – Write \$100 in Column C in the same row as the tester's name. <b>Approval for a specific registration year is only valid from the date of approval until February 15.</b> Fee is not prorated. Note: testers whose approval has lapsed for more than 30 days are considered new testers.
<b>D.</b>	<b>New tester for only next year, beginning Feb 16, 2025</b> – Write \$100 in Column D next to the tester's name.
<b>E.</b>	<b>Renewal for next year beginning Feb 16, 2025</b> – should not be submitted before November 16, 2024. Write \$25 in Column E next to the tester's name. Only the following are eligible for renewal:
	<ul style="list-style-type: none"> <li>Currently approved testers, or</li> <li>Within a 30-day grace period (ending March 16), testers lapsed for not paying the annual registration fee</li> </ul>
	Note - Between November 16 and February 15, new testers seeking approval for the remainder of the current registration year may also pay the \$25 renewal for the next registration year.
<b>F.</b>	<b>Subtotal</b> - In Column F, subtotal the fees for each tester
<b>G.</b>	<b>Total due</b> - Add all subtotals and write the total payment due next to "Total due". Payments by check payable to <i>Columbus City Treasurer</i> or cash may be made at the City of Columbus, Department of Public Utilities, Revenue Reception Office, <b>111 N. Front St.</b> , Columbus, OH 43215. <b>Do not send by mail. This payment should be made in person. The drop box can be used. Do not drop cash in the drop box.</b>

Refer to the *Credentials Expiration List* at [www.Columbus.gov/backflow/testers](http://www.Columbus.gov/backflow/testers) for a complete list of expiration dates used by Backflow Compliance Office. Testers must provide up to date documentation to the Backflow Compliance Office.