



CHANGE OF MAILING and/or E-MAIL ADDRESS

REQUEST FORM

Re: Account Number

Dear Customer

As you requested, attached is the "Change of Mailing Address/E-Mail Address Request Form."

Please complete and sign this form to authorize Southern California Gas Company to mail your natural gas bill to a mailing address not shown on your account. Return the completed and signed form to:

Southern California Gas Company
Customer Correspondence Dept. #8410
PO BOX 1626
Monterey Park, CA. 91754-8626
EMAIL: RS-CCSD@semprautilities.com
FAX: (909) 305-8261

We need the account holder's signature, authorizing the change of mailing address. **An authorized agent (e.g., property manager or accountant) may sign the *Change of Mailing Address/E-Mail Address Request Form* only if the contract agreement authorizing the agent to act on behalf of the customer of record is included.**

Thank you for helping us to protect the privacy of your account information. If you have any questions, please contact us at 1-800-427-2200.

Southern California Gas Company
A Sempra Energy Utility
Glad to Be of Service.®



REQUEST FORM

This request will be effective within 30 days of receipt of this completed form. In order for the form to be processed, all of the following information must be provided:

1 CUSTOMER INFORMATION

Name on SoCalGas account

Current Email Address

Phone Number

Fax Number (if applicable)

2 NEW MAILING and/or E-MAIL ADDRESS

New Email Address

C/O or Company Name (if applicable)

New Mailing Address

City State Zip

3 ACCOUNT(S) REQUIRING A MAILING ADDRESS CHANGE

Please list account(s):

Service Address 1 City

□ □ □ - □ □ □ - □ □ □ □ - □

SoCalGas Account Number 1

Service Address 2 City

□ □ □ - □ □ □ - □ □ □ □ - □

SoCalGas Account Number 2

Service Address 3 City

□ □ □ - □ □ □ - □ □ □ □ - □

SoCalGas Account Number 3

4 AGREEMENT AND SIGNATURE

1. By signing below, Customer acknowledges that the account information affected by this Request for Change of Mailing and/or E-mail address form ("Form") includes all SoCalGas utility bills and other information transmitted therewith including, but not limited to legal, safety, and discontinuance notices, bill inserts, and other related rate information (collectively "Bills"). Following a change in either a mailing and/or e-mail address, disconnection and collection notices as well as other information will be sent to the new mailing address on the account (s).

If SoCalGas becomes aware of returned Bills, or that the Third Party Recipient ("TPR") is no longer located at the address specified on this Form or is repackaging SoCalGas' Bills in a manner unacceptable to SoCalGas, SoCalGas will immediately and without prior notification to Customer or TPR terminate this Form and revert the mailing to the Customer's last known service address or other appropriate mailing address (if in SoCalGas' possession). If SoCalGas becomes aware of returned electronically transmitted Bills, SoCalGas may immediately remove the e-mail address from the account and resume mailing Bills to the Customer's last known service address or other appropriate mailing address (if in SoCalGas' possession).

2. This Form does not confer any rights or privileges to a TPR to act on the customer's behalf. Further, SoCalGas does not authorize any TPR to reorganize or repackaging SoCalGas' Bills without first providing the reformatted or repackaged Bills to SoCalGas for its approval. No reorganizing or repackaging of Bills is permitted by SoCalGas without its prior written consent. A TPR is prohibited from providing customer account information of any kind to other parties without written customer authorization to SoCalGas.

3. Customer releases, holds harmless, and indemnifies SoCalGas, its current and future parent company, subsidiaries, affiliates and their respective directors, officers, shareholders, employees, agents, representatives, successors and assigns ("Released Parties") from any and all claims, damages and/or expenses of any kind resulting or arising from the unauthorized use of customer's account information, and from the customer's failure to receive Bills.
4. By executing this Form, customer authorizes SoCalGas to change the mailing and/or e-mail address on the accounts listed on this Form. Customer understands that as a result of filling out this Form, when it changes the address to that of a TPR, Customer may no longer receive Bills. Customer further understands and represent that this Form does not confer any rights or privileges upon a TPR to act on Customer's behalf. Customer hereby releases, holds harmless, and indemnifies the Released Parties from any and all claims, damages, and/or expenses of any kind associated with or arising from Customer's failure to receive Bills. The signatory to this Form further certifies that she/he has authority to authorize the change of address for the accounts listed on this form.

Signature

Print Name on Residential Account

Date (mm/dd/yy)

OR

Signature

Print Company Officer's Name on Account

Title

Date (mm/dd/yy)

OR

If you are an authorized agent submitting this form on behalf of the customer, you must complete the section below and **provide a copy of your contract agreement authorizing you to act on behalf of the customer of record**. This form shall not be effective until a copy of the contract is received and approved by SoCalGas.

Signature

Print Authorized Agent's Name

Date (mm/dd/yy)

Please send the completed and signed form to:

**SoCalGas
Correspondence #8410
P.O. Box 1626
Monterey Park, CA 91754**

Or Email it to:
RS-CCSD@semprautilities.com

Or fax it to:
909-305-8261