

**PERMANENT
ADDRESS CHANGE FORM**

Date _____

PROPERTY I.D. NO. _____

NAME _____

ADDRESS _____

CITY

STATE

ZIP CODE

NOTICE: MAJOR CHANGE IN PROPERTY TAX BILLS

As a cost saving measure, the practice of mailing back a receipted copy of your tax bill has been discontinued. This procedure results in a considerable savings to the taxpayer in postage, stationary and clerical time.

Your tax bill is in two parts. Unless you need a receipted copy, keep the TOP copy of your bill and mail us the BOTTOM copy with your payment. If you need a receipted copy of your tax bill send us a SELF-ADDRESSED, STAMPED ENVELOPE and BOTH portions of your bill. PLEASE DO NOT OTHERWISE MUTILATE THE TAX BILL.

NOTICE OF THE RIGHT TO PREPAY TAXES, INSTALLMENT METHOD

If you desire to pay "next years" taxes by installment, application forms are available at the Tax Collector's Office. Reapplication is not necessary if you are participating in this plan now. Your estimated taxes must be more than \$100.00 in order to participate and your application must be filed with the Tax Collector's Office prior to May 1.

Office Hours 8:30am to 5:00pm