

## **Change of Mailing Address for Tax Billing**

### Instructions:

- Open form using Adobe Reader
- Complete form by typing information into the blanks.
- Print form  
Note: The form can also be completed by hand after printing.
- Parcel number can be found on a recent Tax Bill or Change of Assessment form.
- Be sure to include all parcel numbers if this is for multiple properties.
- If the property is deeded under a corporate name, the address change request **must** be made on the official letterhead of the corporation. If for any reason the change can not be provided on corporate letterhead, a letter detailing the situation must be mailed to the Assessment Director.
- Sign and date form
- Fax form to 610-344-5902 or mail to:

Chester County Assessment Office  
313 W. Market St., Suite 4202  
PO Box 2748  
West Chester, PA 19380-0991