

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

### Instructions:

- Open the 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.
- 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.
- Be sure to sign
- Return form to:

Chester County Assessment Office  
121 N. Walnut St., Suite 200  
PO Box 2748  
West Chester, PA 19380-0991

- Parcel Number can be found on a recent Tax Bill or Change of Assessment Notice.
- Be sure to include all parcel numbers if this is for multiple properties.