Krista Bohn
Allen County Treasurer
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Lima, OH 45802-0123

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Visit us at www.allencountyohtreasurer.com

Tax Mailing Address Change Form

Ohio law (Section 323.13, Ohio Revised Code) **requires** that any mailing address change for property tax bills must be made **in writing** to the County Treasurer. If you wish to change **your** tax bill mailing address, please complete the form below and return it to the Treasurer's Office. You may mail, fax, or e-mail to our office. You are responsible for updating your address with other Allen County government offices.

If you are NOT the deeded property owner you may submit this form, but you must also provide written authorization from the deeded property owner or other evidence to change the address. Examples of other evidence may include: a recorded power of attorney, corporate/LLC/partnership resolution, letters of appointment as a fiduciary from Probate Court, etc. You may also be required to provide a valid photo ID.

1. Owner's Name (and applicant's name/ relationship if not Owner) _____
_____

2. Parcel Number (s)- use reverse if needed

_____
_____
_____

3. New Mailing Address _____

4. Old Mailing Address _____

5. Phone Number _____ Email: _____

Signature _____ Date:_____

☐ Check here to certify your online signature.