



DOUGLAS COUNTY SUPERVISOR OF ASSESSMENTS

Cynthia Baer, Chief County Assessment Officer

401 S. Center, Room 103

Tuscola, IL 61953

Phone: (217) 253-3031

Fax: (217) 253-9301

Change of Name or Address Request Form

Any taxpayer wanting to change the mailing name or address of record for tax statement purposes must complete this form and submit it to the above office in person or via mail.

Please Note: Douglas County does not mail tax statements directly to financial institutions through this addressing system. It is the responsibility of the property owner to forward statements on to their financial institution or for the institution to request a copy from the county. This allows property owners to receive any notices mailed from the Assessment Office, Treasurer Office or Board of Review such as assessment notices, exemption forms, etc.

Property Identification Number:

____ - ____ - ____ - ____ - ____
____ - ____ - ____ - ____ - ____

Property Location:

Property Owner Trustee Power of Attorney Other _____
(Please Specify)

Mailing Information:

Last Name: _____ First Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Daytime Phone: _____

Date you Owned and/or Moved to this address: _____

Upon oath, and under penalties of perjury as provided by law, I hereby affirm, represent, warrant and certify to the office in the Douglas County Assessment Office that I am the legal, beneficial and/or equitable owner, trustee or agent for the owner or trustee for the above property and that I have the legal, equitable or actual authority to execute this instrument.

Signature

Notary Signature

Printed Name

Notary Date

Date

* If submitting by mail, form must be notarized or a copy of driver's license is required

----- Office Use Only -----

Approved By: _____ Comments: _____