

PROPERTY TAX ADDRESS CHANGE FORM

OWNER(S): _____

PROPERTY ADDRESS: _____

BLOCK & LOT: _____

PLEASE COMPLETE AND SIGN THIS FORM AND RETURN TO JORDAN TAX SERVICE AT:

**JORDAN TAX SERVICE, INC.
102 RAHWAY ROAD
MCMURRAY, PA 15317-3349
PHONE: (724) 731-2300 FAX: (724) 731-2398**

NOTE: YOU MUST ALSO NOTIFY ALLEGHENY COUNTY OF ANY BILLING ADDRESS CHANGE OR ANY INCORRECT INFORMATION BY CONTACTING (412) 350-4100.

CHECK ONE OF THE FOLLOWING:

_____ The mortgage on the above-referenced property is now paid in full and the property owner is responsible for paying the taxes. Please send tax bills to the address listed below.

_____ The mortgage on the above-referenced property no longer has an escrow and the owners are now responsible for paying the taxes. Tax bills should be sent directly to address listed below.

_____ The billing address on the above-referenced property is incorrect. Please change your records to the correct address listed below.

_____ The above-referenced property has acquired a mortgage and the tax bills should be sent directly to the bank and/or mortgage company listed below.

_____ The tax bills should be sent to an address other than the address of the property. Please change records to the address below.

_____ The enclosed tax statement(s) were returned by the Post Office with your forwarding address. Please verify this information by completing and signing this form and return it to Jordan Tax Service at the address listed above.

CURRENT BILLING ADDRESS

NEW BILLING ADDRESS

SIGNATURE OF TAXPAYER _____ DATE _____

OFFICE USE ONLY:

___ PROCESSED FOR TOWNSHIP
___ PROCESSED FOR SCHOOL

DATE _____ BY: _____
DATE _____ BY: _____