



## OFFICE OF THE BOARD OF ASSESSORS

CITY OF SPRINGFIELD  
36 COURT STREET  
SPRINGFIELD, MASSACHUSETTS 01103  
Telephone 413-787-6160  
Fax 413-787-7721  
[www.cityofspringfieldmass.com](http://www.cityofspringfieldmass.com)

### REQUEST FOR CHANGE OF MAILING ADDRESS

#### PLEASE PRINT CLEARLY AND USE BALLPOINT PEN

LOCATION OF PROPERTY \_\_\_\_\_

PARCEL IDENTIFICATION [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

*(The 9 digit ID known as Street Parcel from tax bill)*

ASSESSED OWNER OF RECORD \_\_\_\_\_

PRIOR MAILING ADDRESS (if known) \_\_\_\_\_

DATE OF PURCHASE \_\_\_\_\_

#### OWNER'S NEW MAILING ADDRESS

THE TAX BILL WILL BE MAILED TO THE FOLLOWING ADDRESS

NEW OWNER \_\_\_\_\_

MAILING STREET ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

*(request cannot be processed without a signature)*

\_\_\_\_\_  
DATE

#### PLEASE COMPLETE THIS FORM IN IT'S ENTIRETY AND RETURN TO:

SPRINGFIELD ASSESSORS OFFICE / RECORDS DIVISION  
36 COURT STREET  
SPRINGFIELD, MASSACHUSETTS 01103

By Mass. General Laws, the Assessors **MUST** assess taxes to the person(s) who owned the property as of the preceding January 1. For example, you purchased property from John Jones on March 15th, the Assessors must bill the remainder of the Fiscal Year (July 1 to June 30th) to Mr. Jones, as he was the owner of record as of January 1. At the beginning of the **NEXT** fiscal year (July 1), you are the owner of record as of January 1st, and the tax bill will be issued in your name.