



The City of Boston operates under a Quarterly billing system. The fiscal year tax bill is sent to the owner of record as of January 1. If you purchased a property after January 1, the next fiscal year bill will list the previous owner's name. In order to receive future bills at the appropriate address, please fill out this form.

Please Note :

The signature of the owner is required on the form before any change of mailing address can be authorized.

Fill out this form, sign it and return it by U. S. Mail to:

Assessing Department
Tax Data Administration
Room 301, City Hall
Boston, MA 02201

Mail Address Change Form

City of Boston Assessing Department (NOT TO BE USED FOR PERSONAL PROPERTY)

Complete all questions below:

1. Date Request Mailed: _____ Fiscal Year: _____
2. Ward: _____ Parcel: _____ ex. (ward: 03) (parcel: 12345-000)
3. Current Fiscal Year Owner:

4. Location (Address) of Property:

Street# Street Name City (Neighborhood)
5. Mail To (Name of Person to Receive the Tax Bill): _____
6. Mailing Address: _____
City/Town: _____ State: _____ Zip: _____
7. Phone: (Home) _____ (Work) _____
8. Do you reside at the location of the property listed on Line 2? Yes No
9. Are you a New Owner? Yes No If yes, date of purchase: _____

Signature:

10. Name of Requestor: (Print) _____
Signature: (required) _____
11. (If not Owner) Relation to Owner: _____

Tax Data Administration (617) 635-3783 (For office use only)

Date Rcv'd: ____/____/____
Reviewed By: _____

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