

**COUNTY OF WILL
TAX BILL ADDRESS AND NAME CHANGE FORM
(For mailing of tax bill and assessment notices)**

IF YOU HAVE A NEWLY RECORDED DEED AND WISH TO CHANGE THE NAME AND ADDRESS:

You must complete and submit this form to the Will County Supervisor of Assessments Office with a copy of the recorded deed, or recorded document number, by one of the following methods:

- By U.S. mail to: Will County Supervisor of Assessments, 302 N. Chicago Street, Joliet, IL 60432
- Email to: soanamechange@willcountyillinois.com

Please call 815-740-4648 with any questions regarding this type of name change.

Complete and submit the below form to make the following changes:

FOR ADDRESS CHANGE ONLY:

- The form must be completed and signed by an owner of the property.
- If the form is signed by someone other than the owner of the property, documentation of authorization to act on behalf of the owner must be attached to the submission of the completed form.
- If signing for a business, documentation stating the signer's title of position within the company must be attached to the submission of the completed form.
- For multiple parcels, please attach a list to the submission of the completed form.

FOR NAME AND/OR ADDRESS CHANGE *WITHOUT* A DEED:

You must attach one of the following items with the submission or your completed form:

- Copy of a will, marriage license, divorce decree, etc.
- For any property in a bank land trust, a trustee's letter on bank stationary stating the trust number, PIN and address to which the tax bill should be mailed.

Please call 815-740-4675 with any questions regarding the above two types of corrections.

Submit the completed form by one of the following methods:

- U.S. Mail to: Will County Treasurer, 302 N. Chicago Street, Joliet, IL 60432
- Email to: treasadco@willcountyillinois.com
- Fax to 815-740-4695

PARCEL NUMBER (PIN): _____

PARCEL NUMBER (PIN): _____

TAXPAYER NAME: _____

NEW ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE: _____ **EMAIL:** _____

SIGNATURE: _____

I certify that I am the owner and authorize the above change. **DATE:** _____

Note: Any changes to the mailing address affects all documents mailed for any reason(s).
