



**LASALLE COUNTY  
SUPERVISOR OF ASSESSMENTS**

GOVERNMENTAL CENTER, ROOM 262  
707 ETNA ROAD, OTTAWA, ILLINOIS 61350-1033  
PHONE: 815-434-8233

This form will change the mailing address of your assessment notices and tax bills, **NOT THE OWNERSHIP** of the property. "No change of address shall be implemented unless the person requesting the change is the owner of the property, a trustee or a person holding the power of attorney from the owner or trustee of the property." (35 ILCS 200/20-20)

**Instructions:**

1. Please fill the form out completely.
2. This form must be signed and dated by the owner of record.
3. If the parcel is held in trust, then the trust officer must sign this authorization. If your property is in trust, and you would like your tax bill mailed directly to you, you must have the bank send a letter on bank stationary to the Supervisor of Assessments, stating that the trust number, parcel number, and where to mail the tax bills.
4. When complete, please fax the form to (815) 434-8327 or mail the form to:  
**LaSalle County Assessment Office**  
**707 E. Etna Rd.**  
**Room 262**  
**Ottawa, IL. 61350**
5. Please call the LaSalle County Assessment office at (815) 434-8233 with any questions.

**PARCEL NUMBER(S):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ENTER NEW INFORMATION:**

Name:		
Street Address:		
City:	State:	Zip Code:

Phone Number: \_\_\_\_\_ E-MAIL Address: \_\_\_\_\_

We will be unable to implement this request without the printed name, signature and proper documentation per section 20-20 of the Property Tax Code (35 ILCS 200/20-20)

I certify that I am the legal owner of this property, a trustee of this property, or that I hold power of attorney for the owner or trustee. I have provided proper documentation (i.e. trust, marriage license/divorce decree, power of attorney) as proof of ownership. You may be contacted for additional information, if necessary.

Print Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

(35 ILCS 200/20-20)

Sec. 20-20. Changes in address for mailing tax bill.

(a) To insure that a person requesting a change of the address to which a property tax bill is sent has a legal interest in the property or authority to act on behalf of the owner of the property, the county collector in every county with less than 3,000,000 inhabitants or less shall establish and enforce a procedure for requiring identification or certification of the identity of taxpayers who request a change in the address to which their tax bill is mailed. No change of address shall be implemented unless the person requesting the change is the owner of the property, a trustee or a person holding the power of attorney from the owner or trustee of the property. However, if a property owner conveys a permanent change of address in writing to the United States Postal Service, then, on or after the effective date of that change of address, the county collector may mail a property tax bill to the property owner at his or her new address regardless of whether or not the owner notifies the collector of the address change.