



AUTHORIZATION FOR RECEIPT OF ELECTRONIC PROPERTY TAX STATEMENTS

State Form 53954 (R2 / 12-24)

Prescribed by the Department of Local Government Finance pursuant to IC 6-1.1-22-8.1(j)

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| YEAR |
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INSTRUCTIONS:

To be filed in person or by mail with the county auditor or county treasurer of the county where the property is located.

Filing date: On or before the March 15 prior to the general mailing date of property tax statements.

See the reverse side for additional instructions and qualifications.

| APPLICANT INFORMATION | |
|---|--|
| Name of applicant | Telephone number () |
| Mailing Address (number and street or P.O. box, city, state, and ZIP code) | |
| By submitting this application, I wish to: | |
| <input type="checkbox"/> Receive electronic tax statements. (See Section A below.) | <input type="checkbox"/> Change email address. (See Section B below.) |
| <input type="checkbox"/> Cancel electronic tax statements. (See Section C below.) | |

| PROPERTY INFORMATION (ATTACH ADDITIONAL SHEETS AS NECESSARY) | |
|--|---------------|
| Parcel A: Address (number and street, city, state, and ZIP code) | Parcel number |
| Parcel B: Address (number and street, city, state, and ZIP code) | Parcel number |
| Parcel C: Address (number and street, city, state, and ZIP code) | Parcel number |
| Parcel D: Address (number and street, city, state, and ZIP code) | Parcel number |

| SECTION A – CERTIFICATION FOR RECEIPT OF ELECTRONIC PROPERTY TAX STATEMENT | |
|--|---------------|
| I certify that I wish to receive electronic property tax statements at the following email account. I understand that, by making this request, I will no longer receive property tax statements through the mail. Further, I understand that, if I later wish to change my email address or begin receiving property tax statements through the mail, I must resubmit this form on or before the March 15 prior to the county's tax bill mailing date in a given tax year in order for the changes to take effect. | |
| Signature of individual to receive electronic property tax statement | Email address |
| Signature of authorized representative | Company |

| SECTION B – CHANGE OF EMAIL ADDRESS FOR RECEIPT OF ELECTRONIC PROPERTY TAX STATEMENT | | |
|--|-------------------|---------------------|
| I certify that I wish to receive electronic property tax statements at the following email account. I understand that, by making this request, I will no longer receive electronic property tax statements at my prior email address. Further, I understand that, at such time as I wish to change my email addresses or begin receiving tax statements through the mail, I must resubmit this form on or before the March 15 prior to the county's tax bill mailing date in a given tax year in order for the changes to take effect. | | |
| Signature of individual to receive electronic property tax statement | New email address | Prior email address |
| Signature of authorized representative | Company | |

| SECTION C – TERMINATION OF ELECTRONIC PROPERTY TAX STATEMENT OPTION | |
|--|---------------|
| I certify that I no longer wish to receive electronic property tax statements at the following email account. I understand that, by making this request, I will once again receive property tax statements through the mail and that those statements will no longer be sent to this email address. I understand that, at such time as I choose to receive tax statements electronically, I must resubmit this form on or before the March 15 prior to the county's tax bill mailing date in a given tax year in order for the changes to take effect. | |
| Signature of individual to receive property tax statement | Email address |
| Signature of authorized representative | Company |

| RECEIPT FOR ELECTRONIC TAX BILL APPLICATION | | | |
|--|---------------|-------------------------------|--------------------------------|
| Name of applicant | Email address | Date filed (month, day, year) | |
| Total number of parcels | Parcel A | Parcel B | |
| | Parcel C | Parcel D | |
| Request type | | | |
| <input type="checkbox"/> Receive electronic tax statements <input type="checkbox"/> Change email address <input type="checkbox"/> Cancel electronic tax statements | | | |
| Signature of county auditor or treasurer | | | Date signed (month, day, year) |

INSTRUCTIONS AND QUALIFICATIONS

GENERAL INSTRUCTIONS

- *Applications must be filed on or before the March 15 prior to the general mailing date of property tax statements.*
- *This application may be filed with either the county auditor or county treasurer in person or by mail. If mailed, the mailing must be postmarked on or before the last day of filing.*

ELIGIBILITY AND LIMITATIONS

- *Electronic billing is not available in all counties. Please contact the county auditor or treasurer for availability.*
- *Upon successful filing, the election to receive property tax statements remains in effect until the owner of record or authorized representative re-files the form to modify the address or cancel the request.*
- *Tax statements can only be sent to one email address, regardless of the number of owners or persons liable for property taxes.*
- *In order for an election to go into effect, each party liable for taxes must agree to designate one individual as the primary recipient of tax information. A signed statement of agreement from each additional owner must be attached to this application.*
- *A taxpayer may receive electronic statements for each parcel owned within an authorizing county. For more than four parcels, an addendum of the other parcels must be attached to this application.*
- *If the county treasurer receives notification that the transmission of the electronic statement was not received, the treasurer shall mail a hard copy of the property tax statement to the tax billing address on file for the property. The payment due date remains the same as it was when the statement was originally sent by email.*
- *Once an election to receive electronic tax statements takes effect, the taxpayer will no longer receive tax statements through the mail. If an individual wishes to resume receiving tax statements by mail, the taxpayer must re-submit this form at least thirty (30) days prior to the anticipated general mailing date of property tax statements.*
- *If the county auditor receives notification that an electronic transmission was not received, the auditor shall mail a hard copy of the information or statement to the tax billing address on file for the property. Due dates, if any, remain the same as when the statement was originally sent by email.*