

# Cass County Michigan Tax Bill Mailing Address Change Request Form

Property Parcel # \_\_\_\_\_

Please provide the following information for the Mailing Address Change.

New Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Tax Bill \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Person(s) Requesting the Mailing Address Change:

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail (if available): \_\_\_\_\_

Important Note – If you would like a second tax bill mailed to another address, please fill out this form and note that this additional address is for second tax bill mailing purposes only.

\*Please feel free to contact the Cass County Equalization Department with questions.  
(269) 445-4442 (Option 2) or (269) 445-4440 or email to [addresschanges@cassco.org](mailto:addresschanges@cassco.org)

Submit your completed form in one of the ways below:

- via email to [addresschanges@cassco.org](mailto:addresschanges@cassco.org)
- fax it to 269-445-4495
- turn in the paper copy to: Cass County Equalization Department\*  
120 N. Broadway Suite 111, Cassopolis, MI 49031

# Cass County Michigan Tax Bill Mailing Address Change Request Form

## Instructions

1. Have Taxpayer fill out the form or Township office fills out the form via phone (your preference). You may direct the taxpayer to the County Website where they may download the form and either email, mail, or fax it to the Cass County Equalization Department. There will be a PDF and Word document of the form available in the “Find Applications & Forms” section of the County Website.
2. Rejections of mailing address change forms will be scanned and emailed back to you with a reason.
3. The Treasurer/Assessor may email this form to us at anytime or they may bring them into the office in a stack or fax them. Ideal times to get them turned in are:
  - 1) Late January for the Notice of Assessments
  - 2) End of May for Summer Tax Bills
  - 3) October for Winter Tax Bills
4. Please keep some copies of this form at your Township as a convenience to the taxpayers.
5. Please note that for all physical property addresses the taxpayer will have to contact Property Addressing directly at (269) 445-4468 (Option 2)

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