

## Property Tax - Change of Mailing Address form

### Property owner:

Property owner(s) names: \_\_\_\_\_

### Property information:

Roll number: 2308 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - 0000 Civic address: \_\_\_\_\_

Roll number: 2308 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - 0000 Civic address: \_\_\_\_\_

### New mailing address:

Street address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal code: \_\_\_\_\_ Province: \_\_\_\_\_ Phone/Cell number: \_\_\_\_\_

Email address: \_\_\_\_\_

Unless otherwise indicated, this request will affect every owner listed on the above property.

### Submission information:

You can submit your completed, signed form by:

- **Email:** [tax@guelph.ca](mailto:tax@guelph.ca)   **Fax:** 519-837-5647
- **In Person:** ServiceGuelph, [1 Carden Street](#)  
8:30am to 4:00pm, Monday to Friday
- **After-hours drop box:** the secure after-hours drop box is located to the right of the City Hall front doors.
- **Mail:** Attention Tax, 1 Carden Street, Guelph, ON N1H 3A1.

### Declaration and Consent:

By updating the mailing information above with the City of Guelph, Revenue and Treasury Department, I understand the new mailing address information will be shared with the Municipal Property Assessment Corporation (MPAC) and I am also giving authorization to MPAC to update their records.

I/We hereby authorize the Corporation of the City of Guelph and the Municipal Property Assessment Corporation (MPAC) to make changes to the mailing contact information on my/our property tax account(s).

The personal information on this form is collected under the authority of the Municipal Act, 2001, and will be used to administer your change of mailing address request. If you have questions about the collection, use, and disclosure of this personal information, please contact the Tax department by phone at 519-837-1260 extension 5605 or email [tax@guelph.ca](mailto:tax@guelph.ca).

**City Hall**  
1 Carden St  
Guelph, ON  
Canada  
N1H 3A1

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

T 519-822-1260  
TTY 519-826-9771

[guelph.ca](http://guelph.ca)