



# State of New York County of Broome Government Offices

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## Real Property Tax Service

Jason T. Garnar, County Executive · Wendy S. Hughes, Acting Director

May 17, 2023

To whom it may concern,

Please be advised that as of June 1, 2023, Broome County Real Property will require a Tax Roll Change Form be completed and sent to our offices in order to update name or mailing information.

Any other forms will no longer be valid, nor will they be accepted.

We have attached a copy for your convenience so that you may print to have on hand. You may also direct taxpayers to our website, [www.gobroomecounty.com/realprop](http://www.gobroomecounty.com/realprop), to have them complete the online process.

These forms only change current information. If the property was recently sold that information will be updated as the deed is processed. Tax bill information must match recorded deed information.

Thank you for your anticipated understanding and cooperation with this matter. As always, if you have any questions you may contact us at 607-778-2169 or via email at [bcrealprop@broomecountyny.gov](mailto:bcrealprop@broomecountyny.gov).

Sincerely,

Broome County Real Property Staff

## **Tax Roll Change Form**

*This form is to be used for permanent address changes only and is not intended for temporary/seasonal change in residence.*

*This form is not valid unless signed and dated by the property owner(s). Proper documentation such as Power of Attorney, etc. must be submitted if not signed by the deeded property owner(s).*

<b>Town Name <u>OR</u> City of Binghamton:</b>	<b>Tax Map Number:</b>
<b>Property Location:</b>	

### **Section 1: Address Change**

#### **New Mailing Address**

<b>Owner(s):</b>
<b>Street:</b>
<b>City, State: Zip:</b>
<b>Phone Number with Area Code:</b>

### **Section2: Name Change**

1. A marriage certificate or divorce decree must be enclosed in order to effectuate the change.
2. This change only affects the assessment roll. Additional steps must be taken to change legal title to the property.

<b>Current Name:</b>	<b>Change Name To:</b>
<b>Reason for Change:</b>	
<input type="radio"/> <b>Marriage</b>	<input type="radio"/> <b>Marriage Certificate Enclosed</b>
<input type="radio"/> <b>Divorce</b>	<input type="radio"/> <b>Divorce Decree Enclosed</b>

**\*\*Tax bills may have already been printed prior to this request. It is the property owner's responsibility to call the Town/City or School Collector for bill amounts\*\***

#### **Mail To:**

**BC Real Property Tax Service  
Binghamton NY 13902**

**Property Owner(s) Signature \*\*Required\*\*    Date PO Box 2087**