



Mailing Address Change Request Form

Mailing Address
20 Third Street, PO Box 70
Keene, ON K0L 2G0
Phone: 705-295-6852
Fax: 705-295-6405
Email: taxclerk@osmtownship.ca

Please fill out the following information and return to the municipal office.

Date: _____

Property Owner: _____

Property Owner: _____

Roll Number: _____

Property Address: _____

New Address Information

Street Name & No.: _____

Apt. No.: _____ **P.O. Box:** _____ **City & Postal Code** _____

Effective Date: _____

Signature: _____

Signature: _____

☐ By checking this box you provide consent to give MPAC the updated mailing address

By signing this form, the property owner(s) acknowledge that all future tax billings and correspondence will be mailed to the above address. It is the responsibility of the property owner(s) to ensure that the Township has the property mailing address on file. Failure to receive a bill does not excuse a taxpayer from the responsibility of payment of taxes and penalty.

Office use only

Date received: _____ **Date changed in Keystone:** _____

Date sent to MPAC: _____

Changed by: _____

Personal information on this form is collected under the authority of the *Municipal Act, 2001*. The personal information will be used for the purpose of processing tax billings. The personal information submitted will be used to provide you with information or updates on services or activities that the Township of Otonabee-South Monaghan delivers under the Municipal Act or other legislation. Questions about the collection of this personal information should be directed to the Clerk.