



SANGAMON COUNTY TREASURER'S OFFICE

200 S. 9TH STREET ROOM 102
SPRINGFIELD, IL 62701
TELEPHONE (217) 753-6800 FAX (217) 753-6837
E-MAIL Treasurer@Co.Sangamon.IL.US

REQUEST TO HAVE PROPERTY TAX BILL E-MAILED

Date: _____

Parcel Number or
Tax ID # _____

I would like my Tax Bill (s) sent to the following E-Mail address:

Name: _____

E-mail Address: _____

Customer Signature: _____

Daytime Phone: _____

1. Use this form to begin, update, or cancel the electronic delivery of tax bills. Submit requests by March 17th to receive this year's bill by e-mail.
2. I understand that the Sangamon County Collector (the "Collector") will no longer mail a paper bill for the properties identified above unless the Owner of Record cancels this request. Instead, the Collector will send to the e-mail address listed above the bill in Adobe Acrobat (.pdf) format.
3. The Collector may cease electronic delivery if he/she determines that the e-mail address is no longer valid or if there is any change to the owner of record. Subsequent paper tax bills will be mailed until the owner submits another request.
4. The failure of the collector to mail the bill, or the failure of the taxpayer to receive the bill, shall not affect the validity of any tax, or the liability for the payment of any tax. If you do not receive a bill by June 1, call 217-753-6800.

Please be advised that you will receive an e-mail verification from the Treasurer's office to confirm that we have your correct e-mail address. Annually, the Treasurer's office will contact you via e-mail to have you verify that your e-mail is still valid before sending out property tax bills.