



Steven L. Beshear
Governor

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Policy Advisor

MEMORANDUM

TO: All Sheriffs

FROM: Thomas S. Crawford, Policy Advisor
Department of Revenue

DATE: September 21, 2010

SUBJECT: Procedure for New Mailing Addresses

The 2010 General Assembly added a provision to KRS 134.119 to require the sheriff to notify the property valuation administrator of any new addresses that are discovered after the tax bills have been mailed out. This information is required to be provided on a form developed by the Department of Revenue. Accompanying this memorandum is a form to serve this purpose. Please make copies of this form for your use or you may download it from the sheriff's website at www.revenue.ky.gov/sheriffnetwork.

Thank you for your attention to this matter. If you have any questions concerning the use of this form, please do not hesitate to email me at Tom.crawford@ky.gov or call me at (502) 564-7179.

Enclosure

**NOTIFICATION OF UPDATED
MAILING ADDRESS FROM SHERIFF
TO PROPERTY VALUATION ADMINISTRATOR**

In accordance with KRS 134.119(8), the sheriff's office hereby notifies the property valuation administrator's office of an updated address for the following taxpayer:

Taxpayer Name: _____

Original Address: _____

Updated Address: _____

Account Number /
Map Number _____

Tax Bill Number _____

How New Address Was Located:

☐ Forwarding address received from postal services

☐ Letter from taxpayer

☐ Other—Please describe _____

Sheriff's Follow-up Action:

☐ Bill mailed to new address

☐ Bill already paid

☐ Other—Please describe _____

Signature of Sheriff or Authorized Deputy

Date