

PTAX-325 Request for Duplicate Delinquent Property Tax Notice

General information

Anyone receiving the senior citizen or disabled person homestead exemptions may designate another person to receive a duplicate copy of any delinquent real property tax notice from the county collector. A \$5 administrative processing fee is charged for the initial designation or a change in the designee at a later date.

Section 1: Complete the following information

Please type or print

1 _____
Property owner's name

Street address of homestead property

_____ IL _____
City State ZIP

(_____) _____
Daytime phone

3 Write the property index number (PIN) of your homestead property. Your PIN is listed on the property tax bill or you may obtain it from the Chief County Assessment Office (CCAO).

PIN _____

4 Write the legal description only if you are unable to obtain your PIN. (Attach a separate sheet if needed.)

2 Is this a (check one) First time request
 Change to previous request
 Cancel duplicate notice

Section 2: Identify the designated person to receive duplicate notice

5 _____
Name of designated person

Mailing address

_____ IL _____
City State ZIP

(_____) _____
Daytime phone

Section 3: Sign below

Read the statement and sign below.

I certify that I have designated the person named in Section 2 above to receive a duplicate copy of any delinquent real property tax notice issued against the listed property.

Property owner's signature or authorized representative's signature

_____/_____/_____
Month Day Year

If you have any questions, please call:

(815) 941-3269

Mail your completed Form PTAX-324 to:

Grundy County Chief County Assessment Officer

Do not send cash.

111 E. Washington St.

Mailing address

Make check payable to: Grundy County Collector

Morris IL 60450
City ZIP

Official use. Do not write in this space.

Date received by CCAO ____/____/____

Date filed by county collector ____/____/____

Date \$5 fee paid ____/____/____

Date of request to cancel duplicate notice ____/____/____