



# Borough of Red Bank

OFFICE OF THE TAX COLLECTOR  
90 Monmouth Street  
Red Bank, NJ 07701

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Tax/Utility Collector

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## MAILING ADDRESS CHANGE/BANK CODE REMOVAL

### Purpose

The Borough of Red Bank offers property owners the option to have copies of property tax bills and utility bills mailed to an address that differs from the property address. Property owners are responsible to notify the Office of the Tax Collector of address changes utilizing the form below. This form may also be used to remove a bank code when a mortgage is satisfied or another arrangement exists for paying property taxes.

### Instructions

This form may only be completed by the owner as it appears on the deed. If the property is owned by a corporation, the change must be on corporation letterhead. If no letterhead is available, the individual signing this form must note the corporation's name as it appears on the deed. (Example: "John Smith Owner of ABC, LLC.") Please allow 7 to 10 days for this request to take effect. Submit the completed form by e-mail to [taxcollector@redbanknj.org](mailto:taxcollector@redbanknj.org) or by mail to the Tax Collector.

Property Owner First Name			Property Owner Last Name/Corporation Name
Property Block	Property Lot	Property Qualifier	Property Address
Telephone Number			E-Mail Address
<input type="checkbox"/> Check here to change mailing address to the below.			<input type="checkbox"/> Please remove the bank code for the following reason:
New Mailing Address (Street & Suite/Apartment #)			<input type="checkbox"/> I have paid off my mortgage.
			<input type="checkbox"/> I have an agreement with my mortgage company that I will be responsible for paying my own taxes.
			<input type="checkbox"/> I do not have a mortgage company paying my taxes.
New Mailing Address (City, State ZIP)			<input type="checkbox"/> Other (please explain):
C/O (If applicable)			

### Authorization

I hereby authorize the Borough of Red Bank to change my mailing address or remove my bank code from my account. I further understand that it is my responsibility to notify the Office of the Tax Collector of any account changes, including mailing address, sale or transfer of property, payment or bank account changes.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date