

Mail Together Request Form

List district/parcel Numbers to be mailed together. Please write the full district and parcel number completely and correctly in the following format.

Example: District / Parcel Number
 010 / 00001-000-000

District (000)	Parcel Parcel # (00000-000-000)	District (000)	Parcel Parcel # (00000-000-000)
1		10	
2		11	
3		12	
4		13	
5		14	
6		15	
7		16	
8		17	
9		18	

Business Name:

First: Last: MI: Suffix:

House #: Street Name

Unit Type: Unit #

City: State: Zip: -

Country:

Foreign Address:

_____ Date

_____ Owner's Signature

Phone Number: _____

Disclaimer: The Treasurer's Office will not include district/parcel numbers in your group to be mailed together if they are not provided in the required format. If you provide an incorrect or incomplete parcel number, you will receive that statement separately. The Polk County Treasurer does not take responsibility for incorrect or incomplete district/parcel number information as provided to us on the "Mail Together Request Form". If at any time the owner or parcel number changes on a property listed above, the property will be removed from the service and the real estate tax statement for that property will be mailed separately.

If you do not receive a tax statement, call the Polk County Treasurer's Office at (515)286-3060.



MARY MALONEY

TREASURER OF POLK COUNTY

Do you own multiple properties in Polk County? Information concerning the Mail Together Service and the Mail Together Request Form

What is the Mail Together Service?

The Mail Together Service will allow our customers to request to have multiple real estate tax statements mailed together.

How do I request the Mail Together Service?

Complete the Mail Together Request Form and return it to the Polk County Treasurer's Office at 111 Court Avenue, Des Moines, IA 50309-2298.

- Pick up the form in Room 155 in the Polk County Administrative Office Building at 111 Court Avenue, Des Moines
- Call the Treasurer's Office at (515)286-3060 to have a form mailed to you
- Print the following form; mail the completed form to the Treasurer's Office

Are you eligible for this service?

The person requesting the service must be the titleholder of record of all the properties.

How do I stop the service?

Simply provide the Treasurer's Office with written notification. The notification must be from the person who originally signed up for the service.

If at any time the ownership changes on your property, the property will be removed from the service and the real estate tax statement for that property will be mailed separately.

What if I change my mailing address?

The person who signed up for the service is responsible for notifying the Treasurer's Office of any mailing address changes.