



MAILING ADDRESS CHANGE FORM

PICKENS COUNTY ASSESSOR

Receiving mail at a physical address other than the property address draws into question the validity of a Homeowners Legal Residence status in Pickens County. If any of the accounts listed below have an active four-percent Legal Residence status and this request is to receive mail at another location, please provide a thorough explanation under Step 1.

To continue receiving a Legal Residence status, the taxpayer(s) must establish that property in question continues to meet the eligibility requirements by submitting a copy of the SC income tax return, and if applicable, ALL out of state tax returns for the current and following year with the assessor's office.

SC statute prescribes that if a person loses the Legal Residence eligibility and fails to notify the assessor within six months, a penalty is imposed equal to 100% of the tax paid, plus interest on the four percent payment. Additional-tax bills for the correct tax amount will be generated at a six percent assessment rate for up to ten years.

Step 1

4% Legal Residence Rate (Check one):

The accounts listed in Step 2 are NOT receiving the 4% Legal Residence rate (If checked, proceed to Step 2).

I am notifying the assessor to remove the 4% Legal Residence rate on the account(s) listed in Step 2.

Last Date of Occupancy:
(Proceed to Step 2).

I am still eligible to receive the 4% Legal Residence rate in Pickens County since neither myself, spouse, or member of my household claim to be a resident of another county, city, state, or country.

List eligible account(s) and supporting reasons below:

Step 3

Sign, Date, Title

Signature

Signed by: **Owner**

Agent

Print Name

Title of Signer: (select from list or enter title above)

Date

Step 2

Complete the following Information

List only accounts numbers affected by this request.
Account Number(s) (Start with an "R" or "M")

Owner Name(s)/Corporate Name

New Mailing Address

Apt or Unit #

City, State & Zip code

Daytime Phone Number (8:00 am - 5:00 pm)

Email Address

Step 4

Attach photocopy of valid Driver's License or State issued ID.

If you are not the property owner, a completed Agent Form is required to be filed with this form. This helps identify and prevent unauthorized changes to our assessment records by parties other than the owner or the owner's-appointed representative.