

CITY OF SOMERSWORTH

City of Somersworth
One Government Way
Somersworth, NH 03878



City Hall
603.692.4262
www.somersworth.com

Dear Property Owner,

RE: RETURNED MAIL AS UNDELIVERABLE (TAX BILL)

Recently, mail that was sent to you from the City of Somersworth was returned as undeliverable. This letter is to inform you that we need to update your account(s) with the correct billing address. In order to complete a change of billing address, we require a signed request to keep on file.

Please be advised, for tax purposes, a change of address will effectively change your mailing address for both your Water/Sewer Bill and your Tax Bill, and by returning the signed document, you authorize the City of Somersworth to change your mailing address for both. Address change forms can only be used to change the mailing address. You cannot change the name on the bills. The name on the bill must match the ownership records (the deed to the property).

Please complete and return the bottom portion of this letter to update your account. You can either email: charris@somersworth.com, or mail or drop it off to:

City of Somersworth
One Government Way
Somersworth, NH 03878



City of Somersworth Change of Mailing Address Form

(Office use only)
Parcel ID _____

Property Location: _____

New Address: _____

Phone Number: _____

By signing, you understand and agree to the terms stated.

Printed Owner Name: _____

Owner Signature: _____

Date

- A change of address will effectively change your mailing address for both your Water/Sewer Bill and your Property Tax Bill, and by returning the signed document, you authorize the City of Somersworth to change your mailing address for both.
- You cannot change the name on the bills. The name on the bill must match the deed as filed at the Strafford County Register of Deeds.
- If you winter in a warmer climate, you must still submit this form every time you change your address. Water bills and tax bills are not forwarded by the post office.
- This form must be completed and signed by an owner listed on the tax deed. Address change forms can only be used to change the mailing address.