



May 16, 2014

MEMORANDUM

To Whom It May Concern

From: Harry Smith, Tax Administrator

Re: Tax Deed Stamp Certification Process

Please note that the tax deed stamp certification process is undergoing a minor change.

The **Tax Certification Request Form** has been revised to eliminate entering the Grantors name and Grantees name and mailing address.

In lieu of providing this on the request form, the first page of the deed must be included with the request.

The submission methods remain the same, as shown on the form.

Also, the **Tax Certification Form** that is being returned to the requestor has been modified. The new form contains two checkboxes; one for tax certification and the other waiving the certification requirement due to the fact that the deed includes the attorney statement regarding payment of any delinquent taxes from closing proceeds.

A separate form will be used for **Tax Certification Rejections**, for instances when the required information is not provided or there are delinquent taxes on the parcel. It provides the reasons that were formerly on the request form.

Thank you for your cooperation in implementing the use of the new forms, beginning immediately. It is also permissible to just e-mail the first page of the deed to the designated e-mail address (without the request form) provided that the e-mail contains the requestors contact information that is normally provided on the request form.

Please call or e-mail if you have any questions or concerns.