



COUNTY OF SAN DIEGO

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ASSESSOR/RECORDER/COUNTY CLERK
BUSINESS DIVISION

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BUSINESS & LEASED EQUIPMENT
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VESSELS & AIRCRAFT
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CHANGE OF MAILING ADDRESS INSTRUCTIONS FOR BUSINESS PERSONAL PROPERTY, VESSELS AND AIRCRAFT

The Assessor's Office has a procedure in place for changing the mailing address on your business, vessel or aircraft account(s). If you authorize a change of mailing address, it will remain in effect until we receive another notice of change in mailing address.

To change your mailing address with the Business Division of the San Diego County Assessor's Office, please provide a written request as indicated below.

- 1) Submit your request on *taxpayer's company letterhead*, identifying the business, vessel or aircraft account number(s) to be changed.
- 2) Include the name, title, and complete address of the person or company where all future information will be mailed.
- 3) If you do not have company letterhead, your request must be submitted in writing.

The request must be signed by the owner or corporate officer of the company being assessed by the County of San Diego.

The following documents will be impacted by your change of mailing address request:

- All Business, Vessel and Aircraft Property Statements
- Notice of Escape Assessments
- Notice of Audit Results
- Unsecured Tax Bills and Roll Corrections Correspondence
- Agent Authorization
- Copies of statements per Revenue & Taxation code 443.1
- General correspondence related to Business, Vessel, or Aircraft accounts

The change of mailing address process has been developed to protect and secure certain non-public information. Many of your documents have statutory filing date requirements and associated penalties attach if not completed and returned timely. These filing requirements remain in effect whether your information is mailed directly to your business address or to the new address you have requested.