

# Berkeley County Assessor's Office

## Change of Address Form

If you have changed your address or moved to a new address since you received your last tax bill, please provide your updated information on this form and mail to:

Berkeley County Assessor's Office  
Attention: Transfer Clerk  
400 W. Stephen Street, Suite 106  
Martinsburg, WV 25401

- Please fill out all information requested below so that we have ample and accurate information to make the necessary adjustments.
- Your phone number and e-mail address are requested so that we can contact you if there is a question or problem with the information you have listed.
- If all information is not listed below, we may be unable to process your request to change your address
- **PLEASE NOTE: THE MAILING ADDRESS IS USED FOR ALL MAILINGS (PERSONAL PROPERTY AND REAL PROPERTY), INCLUDING, BUT NOT LIMITED TO, TAX BILLS, NOTICE OF INCREASE IN ASSESSMENT, OR ANY OTHER NOTIFICATION. A COPY OF THIS CHANGE OF ADDRESS FORM WILL BE PROVIDED TO THE AMBULANCE AUTHORITY AND THE FIRE BOARD.**

Property deeded in the following name(s):

\_\_\_\_\_  
\_\_\_\_\_

Previous mailing address

New mailing address

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account # \_\_\_\_\_ OR District \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_

Account # \_\_\_\_\_ OR District \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_

Account # \_\_\_\_\_ OR District \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_

I certify that I am the owner of this property or have the legal power of attorney of the owner to request the tax bill address change.

\_\_\_\_\_ (Signature) Date \_\_\_\_\_

\_\_\_\_\_ (Printed Name)

\_\_\_\_\_ (Phone number where you can be reached if any questions)

\_\_\_\_\_ (email if our office has any questions)

Office Use: Initials \_\_\_\_\_ Date \_\_\_\_\_

In office: yes no

Revised 5/23/2024