

**Do you own multiple properties in Dallas County?  
Information concerning the Mail Together Service  
And the Mail Together Request form.**

**What is the Mail Together Service?**

The Mail Together Service will allow our customers to request to have multiple real estate tax statements mailed together.

**How do I request the Mail Together Service?**

Complete the Mail Together Mail Together Service Request Form and return it to the Dallas County Treasurer's Office at 801 Court Avenue, Rm 201, Adel, IA 50003

Call the Treasurer's Office at 515-993-5808 to have a form mailed to you

Download the form from the Treasurer's Office web site at:

<http://www.co.dallas.ia.us/treasurer/forms.asp>

**Are you eligible for this service?**

The person requesting the service must be the titleholder of record of all the properties listed on the Mail Together Mail Together Service Request Form.

**How do I stop the service?**

Simply provide the Treasurer's Office with written notification. The notification must be from the person who originally signed up for the service.

If at any time the owner or parcel number changes for a property, the property will be removed from the service and the real estate tax statement for that property will be mailed separately.

**What if I change my mailing address?**

The person who signed up for the service is responsible for notifying the Treasurer's Office of any mailing address changes.

**What is the deadline for signing up for the service?**

The deadline for signing up to have your real estate tax statements mailed together in September, 2001 is November 1, 2000.

## Mail Together Request Form

List district/parcel Numbers to be mailed together. Please write the full district and parcel number completely and correctly in the following format

Example: District / Parcel Number  
 10 / 00001-000-000

District (000)	Parcel (00000-000-000)	District (000)	Parcel (00000-000-000)
1		10	
2		11	
3		12	
4		13	
5		14	
6		15	
7		16	
8		17	
9		18	

Business Name: \_\_\_\_\_

First: \_\_\_\_\_ Last: \_\_\_\_\_ MI: \_\_\_\_\_ Suffix: \_\_\_\_\_

House #: \_\_\_\_\_ Street Name: \_\_\_\_\_

Unit Type: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Owner's Signature

Phone: \_\_\_\_\_

Disclaimer: The Treasurer's Office will not include district/parcel numbers in your group to be mailed together if they are not provided in the required format. If you provide an incorrect or incomplete parcel number, you will receive that statement separately. The Dallas County Treasurer does not take responsibility for incorrect or incomplete district/parcel number information as provided to us on the "Mail Together Request Form". If at any time the owner or parcel number changes on the property listed above, the property will be removed from the service and the real estate tax statement on that property will be mailed separately.

If you do not receive a tax statement, call the Dallas County Treasurer's Office at 515-993-5808.