# Tax Certificate Request Form

**PROPERTY ACCOUNT NUMBER**

Please complete the information below, indicating *each account* for which a Tax Certificate is requested.

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Mail, email or bring your request into the office along with payment to Spring ISD Tax Office:

**Mail:** PO Box 90458
Houston, TX 77290-0458

**Drop off:** 420 Lockhaven Drive
Houston, TX 77073

**Email:** tax@springisd.org

**Payment**
The fee for each Tax Certificate is **$10.** Make checks payable to: *Spring ISD Tax Office.*

**Processing Time**
Your request will be processed in the order in which it was received. Normal processing time, once we receive your request, is within 1-2 days.

**OUR OFFICE WILL CONTACT YOU UPON COMPLETION OF PROCESSING**

**Delivery**
You may request to have the Tax Certificate mailed to you, or you may pick it up at our location:

*Spring ISD Tax Office*
420 Lockhaven Drive
Houston, TX 77073