

Spring ISD - Tax Office

420 Lockhaven Dr. • Houston, Texas 77073 • Tel. 281.891.6160



Tax Certificate Request Form

Name of Company:	Request date:
Address :	Contact Name & Number :

PROPERTY ACCOUNT NUMBER

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

1.	5.
2.	6.
3.	7.
4.	8.

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