



### TAX CERTIFICATE REQUEST FORM

<b>Contact Person:</b>	<b>Date of Request:</b>
<b>Contact Phone:</b>	<b>Name and Address of Company:</b>

#### ACCOUNT NUMBER, PROPERTY ADDRESS OR LEGAL DESCRIPTION

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

<b>1.</b>	<b>6.</b>
<b>2.</b>	<b>7.</b>
<b>3.</b>	<b>8.</b>
<b>4.</b>	<b>9.</b>
<b>5.</b>	<b>10.</b>

Mail information to: 20600 Fields Store Rd Waller, Texas 77484  
Or Email to: [dreyesjauregui@wallerisd.net](mailto:dreyesjauregui@wallerisd.net) or [rhargrave@wallerisd.net](mailto:rhargrave@wallerisd.net).

#### Payment

The fee for each Tax Certificate is **\$10**. The certificate will be printed upon receipt of your payment. Make checks payable to: **Waller ISD Tax Office**. Please do not send cash through the mail.

#### Processing Time

Your request will be processed in the order in which it was received. Processing time, once we receive your request, is 10 business days.

**\*\*Please Note: A tax certificate is an official document that certifies the current taxes are paid on a property. All taxes must be paid on each account at least 10 business days prior to the request. In order for our office to issue a tax certificate on the same day, please make a payment by certified funds.**

**\*\*\*\* 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 main location:  
**Waller ISD Tax Office**  
**20600 Fields Store**  
**Waller, TX 77484**