

# Hendricks County Online Change of Address Request Instructions

1. Log onto <http://www.co.hendricks.in.us>
2. Under Quick Links click on View, Print, Pay Taxes

The screenshot shows the top of the Hendricks County website. The header features the text "HENDRICKS COUNTY INDIANA" in a serif font. To the right, there are links for "ONLINE SERVICES" and a search bar. Below the header is a navigation menu with links for "HOME", "DEPARTMENTS", "RESIDENTS", "TAXES", and "ARCHIVES". A large banner image shows several vintage tractors at a fair, with the caption "Tractors at the Hendricks County Fair". Below the banner are three main sections: "QUICK LINKS" with a circled "View, Print, Pay Taxes" link, "NEWS & NOTICES" with two recent notices, and "EVENTS" with a calendar for November 2021.

3. Search for property using one of the following fields: Name, Address, Parcel Number, or Duplicate Number
4. Click on property from the results list

The screenshot shows the property search results page. At the top is a banner image of the Hendricks County Courthouse with an American flag. Below the banner is a search form with four input fields: "Name" (containing "Puckett J"), "Address" (containing "ex: 210 N Ironwood"), "Parcel Number" (containing "ex: 71-09-08-103-008.000-026"), and "Duplicate" (containing "ex: 79910"). A "SEARCH" button is to the right. Below the search form, it says "Found 5 matching properties (0.26 seconds)". The first result is displayed with a house icon, the address "32-10-02-394-006.000-031", and the name "Puckett J". To the right of the address, there is a list of property details: "Prop Type: R", "Tax Unit: 23", "Mtg Co: CORELOGIC", "Homestead: ✓", "eBilling: -", and "Duplicate: 49837".

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5. Scroll down to the billing section and click on File E-Forms

## Billing

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**\$0.00**

Current Account Balance

View Tax Bill

Pay Tax Bill

File E-Forms

6. Select Change of Address Request and click the Next Button

## Notice

Applications completed by December 31 will be effective for the current year and will reflect on the following years tax bill. For example, an application completed by December 31, 2022, will be reflected on the 2023 tax bill.

The property owner may choose one or more of the following forms to file electronically:

- Homestead Deduction
- Mortgage Deduction
- Change of Address Request
- Restricted Property Address Request

Next

7. Complete the form moving through each page by clicking next.
8. You will receive a confirmation number via email once you get to the Review Stage (please check your junk mail).
9. Please use this number to submit your application.