



**TOMBALL INDEPENDENT SCHOOL DISTRICT**  
**P.O. BOX 276**  
**TOMBALL, TEXAS 77375-0276**  
**PH: 281-357-3100 (Option 1)**  
**Email: [taxoffice@tomballisd.net](mailto:taxoffice@tomballisd.net)**  
**[www.tomballisd.net](http://www.tomballisd.net)**

## **TAX CERTIFICATE REQUEST**

**REQUESTOR'S NAME:** \_\_\_\_\_

**REQUESTOR'S ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUESTOR'S PHONE:** \_\_\_\_\_

**ACCOUNT NUMBER(S)** \_\_\_\_\_

\_\_\_\_\_

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A tax certificate is a certified document showing all delinquent taxes at the time it is generated and may include current taxes. If delinquent, the certificate will include penalties and interest that are due according to tax records.

The fee to obtain a certificate is \$10.00 each and may be paid by cash, check or credit card. **Payment is required before the tax certificate is generated.** You may mail the check or pay it in person. Typically, it is available within a couple of hours. If after 2:00 pm, it will be available the next business day. Requests over 5 accounts will require more time and a time estimate will be provided when we receive your funds. Tax certificates may be mailed if you would like them returned that way.

Prior to visiting our office please check our website ([tomballisd.net/taxoffice](http://tomballisd.net/taxoffice)) or call 281-357-3100 (option 1) to ensure the taxes are paid. If there are taxes due on the requested account(s), the tax certificate will reflect that balance. Please ensure that meets your needs if provided to another entity.

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