

Charles W. Thomas

pinellas county tax collector

Tax Administration
P.O. Box 6340
Clearwater, FL 33758-6340

Certificate Transfer Requirements

*If transferring more than 10 certificates, please submit an excel spread sheet, containing the information as shown below, to deedsupport@taxcollect.com.

Bidder Number	Certificate #	Issued Date	Parcel Number	Tax Year

1. The transfer form must be completed for each bidder number that is transferring certificates.
2. If one bidder is transferring to multiple bidders, then one form must be completed for each bidder number.
3. If the person or company that is receiving the certificates does not have a bidder number established with Pinellas County, they must submit an IRS W-9 form and a Bidder/Prospective Bidder Information sheet. These forms are located on taxcollect.com, in the Property Taxes, Tax Forms section.
4. If the person or company receiving the certificates is not the same person or company that is submitting the information, documentation must be included giving the person or company the rights to handle this transaction for the new bidder; i.e., an agent, broker or a servicing company.
5. If the signature on the transfer form is not that of the original owner, legal documentation must be submitted giving the signor the ability to sign for the transferor.
 - o If someone is signing as attorney in fact, a copy of the Power of Attorney must be attached.
 - o If the person signing is personal representative of an estate, a copy of the Letters of Administration must be attached.
 - o If the person is a trustee, the deed should be in the name of the trustee; otherwise, we will need a copy of the trust agreement.
6. Remit \$2.25 per transfer; personal/business check is acceptable.
7. Mail check and documentation to :
Charles W. Thomas, Tax Collector
P.O. Box 6340
Clearwater, FL 33756-6340
8. If you have any questions you may contact us at deedsupport@taxcollect.com or call 727-464-3409.

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Notice of: Electronic Transfer of Tax Certificate

Year of Issuance: _____ *Certificate number: _____

Parcel Number: _____
*If transferring multiple certificates, please attach a separate listing

I, _____ Bidder # _____
(Name that appears on the tax certificate, who is known as the Transferor)

hereby transfer all my rights, title and interest in the above listed Tax Certificate to:

(Name) (Bidder number)

Print Name/Title of Transferor Date

Signature of Transferor

ACKNOWLEDGEMENT

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by

_____ who is
Name of Transferor

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

Notary's Signature **OR** _____
Tax Collector Staff Member

Printed Name

The Tax Collector's Office must be notified of the change of ownership and the appropriate transfer fee paid.