

OAKLAND COUNTY PRINT AND MAIL CENTER
PERSONAL PROPERTY STATEMENT
MAILING AUTHORIZATION FORM
2010

This form must be completed to authorize The Print & Mail Center to process your Personal Property Statement Forms

Answer Yes or No to the following items that pertain to your City, Village, or Township (CVT):

_____ Oakland County Print Shop is printing the variable data on your personal property statements.

_____ Oakland County Print Shop is printing your envelopes with Oakland County's Permit 14 indicia. If not, who is printing your envelopes and will they have Permit 14 on them? _____

_____ How many insert (pieces) will there be in your personal property statements? Your envelope or envelopes count as an insert. *Example Personal Property Statement and 1 Envelope = 2 Inserts

_____ Is Oakland County creating or printing your inserts?

We need a sample of your desired mailing before we process your mailing*

(All PERMIT MAILINGS MUST BE SEALED IF MUNICIPALITY IS INSERTING AND FOLDING)

_____ Mail Center insert and fold personal property statement forms.

_____ Date CVT would like personal property statements mailing in mail stream.

_____ CVT is using own permit # and will be picking up mailing after processed by The Mail Center and delivering to proper Post Office

_____ CVT is using their own permit # and the Mail Center will be delivering the personal property statements mailing to the proper Post Office for a \$50.00 delivery fee. Post Office where mail needs to be dropped off at? _____ (ALL PERMIT 14 MAILINGS WILL BE FREE DELIVERY)

Keep in mind that once you have approved your final figures with IT, The Mail Center may not receive your property statement forms mailing for up to one week. Actual printing depends on the Print Shops print schedule.

I have reviewed The Mail Center's authorization form and checked the items that pertain to my CVT. I understand that The Mail Center needs up to 4 working days to complete the entire personal property statement form process. CVT's will be invoiced after the mailing has been processed.

CVT

ASSESSOR

DATE

PP STATEMENT COUNT

CONTACT PERSON

PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

For further questions please call Vickie Smith @ (248) 975-9735

THE MAIL CENTER'S FAX NO. (248) 858-5028