

Update Mailing Address & Delivery Methods

1. Once logged in, selecting **Contacts and Delivery Methods** from the menu options will bring you to the contact information currently associated with the account.
2. The default delivery method will be set to paper billing. If you wish to change your bill delivery method, select **Update Delivery Methods**.

Home	<h2>Contacts and Delivery Methods</h2> <p>Roll Number: 2124 010 001 01590 Account: 1000022 0000</p> <p>Property Address: 0 CAL-KING T LANE S CALEDON</p> <hr/> <h3>Account Contacts and Notice Delivery</h3> <table><tr><td>Tax Notices Delivery Method:</td><td>Paper Billing</td><td>Letters & Other Notices:</td><td>Paper Billing</td></tr><tr><td>Mailing Address on file:</td><td>6311 OLD CHURCH RD CALEDON ON L7C 1J6</td><td>Mailing Address on file:</td><td>6311 OLD CHURCH RD CALEDON ON L7C 1J6</td></tr></table> <p>Update Delivery Methods Request Mailing Address Change</p>	Tax Notices Delivery Method:	Paper Billing	Letters & Other Notices:	Paper Billing	Mailing Address on file:	6311 OLD CHURCH RD CALEDON ON L7C 1J6	Mailing Address on file:	6311 OLD CHURCH RD CALEDON ON L7C 1J6
Tax Notices Delivery Method:		Paper Billing	Letters & Other Notices:	Paper Billing					
Mailing Address on file:		6311 OLD CHURCH RD CALEDON ON L7C 1J6	Mailing Address on file:	6311 OLD CHURCH RD CALEDON ON L7C 1J6					
Add Account									
Account List									
Account Information									
Contacts & Delivery Methods									
Pre-Authorized Payments									
Statement Of Account									

3. To switch to **eBilling** and receive email notifications when your tax bill is available in the Portal, select the **eBilling option** from the menu and click **Save**.

<h2>Account Contacts and Notice Delivery</h2>	
<p>* = Required</p>	
* Tax Notices Delivery Method:	<div style="border: 1px solid #ccc; padding: 5px;"><p>Paper Billing ✓</p><p>Paper Billing</p><p>eBilling</p></div>
Mailing Address on file:	L7C 1J6
* Letters & Other Notices:	Paper Billing
Mailing Address on file:	6311 OLD CHURCH RD CALEDON ON L7C 1J6
	Cancel <input type="button" value="Save"/>

4. If you wish to switch back to paper billing, select Paper Billing from the drop-down menu and select **Save**.

5. If you wish to change the mailing address, select **Request Mailing Address Change**.

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6. Fill out the required fields and click **Send Request**. If you are entering a U.S. or international address, ensure you select the appropriate format to validate the address fields accurately.

* = Required

* Country Format
 Canada USA International

Include additional delivery information

* Unit-Street Address

Description of the unit street address.

RR/Box/Stn/etc.

Description of rural route, post office.

* City * Province * Postal Code

Notes

Please note that by updating your mailing information with this request, you are hereby giving authorization to the Corporation of the Town of Caledon to update their records with your new mailing address information.

If the mailing address is updated, it will change the mailing address for all owners on the account and all tax accounts where you are the owner.

[Cancel](#) [Send Request](#)