INSTRUMENTS OF TAKING

TO: Collectors, City Solicitors and Town Counsels
FROM: Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs
DATE: March 2009

This Bulletin provides you with new or revised forms approved by the Commissioner of Revenue for use in recording tax takings. G.L. c. 58 § 3; c. 60, § 105. A new form is being issued for use by assignees of tax receivables under G.L. c. 60, § 2C. See Section III of Informational Guideline Release No. 2005-208, Payment Agreements and Tax Receivable Assignments (June). The current instrument of taking has also been updated.

The forms (State Tax Forms 301 and 301A) are posted on our website. The attached chart describes the revisions made.

As usual, you may decide with your vendor the size and color, as well as the typeset and spacing, for the forms. You may also adapt the format as needed to generate them electronically and record them. The size and spacing shown in the posted forms result from our technical limitations and are not intended to prevent you or your vendor from developing a format that better suits your needs.

If you have any questions, please contact the Bureau of Municipal Finance Law staff at 617-626-2400.
# MARCH 2009 FORM REVISIONS
## INSTRUMENTS OF TAKING

<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>NUMBER</th>
<th>PREPARER</th>
<th>RECIPIENT</th>
<th>REVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td>- Acknowledgement - Revised to reflect standards for notaries public under Executive Order 455 (04-04).</td>
</tr>
<tr>
<td>Instrument of Taking by Assignee</td>
<td>301A</td>
<td>Assignee of Tax Collector</td>
<td>Registry of Deeds</td>
<td>New form.</td>
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</tbody>
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