

REFUND AND SMALL CREDIT BALANCE POLICY FOR TAX COLLECTION

I Policy Objectives

The primary objective of the Town of Westminster's refund and small credit balance policy for tax collection is to ensure the timely refund of overpayments on taxes, and to set a minimum dollar amount to be refunded.

I Definitions

- 1. 'Refund'** shall mean returning any credit balances on an account which is greater than Two Dollars (\$2.00) to the taxpayer or the source of the original funds (bank or Mortgage Company).
- 2. 'Small balance'** shall mean any credit balances on an account which is less than Two Dollars (\$2.00).
- 3. 'Payment in advance'** shall mean a tax payment made by a taxpayer that is to be applied on taxes not yet due. The taxpayer will indicate in writing his/her desire to have the taxes applied on taxes not yet due.

III. Procedures

After each tax installment due date, the Town Treasurer shall print an available credits report from the Tax Administration program.

The Town Treasurer shall review the list and determine which of the credit balances are for a payment in advance, and which represents an overpayment that will need to be refunded. The Town Treasurer shall also identify any small credit balances under Two Dollars (\$2.00).

The Town Treasurer shall eliminate any small credit balances by making an adjusting entry into the Tax Administration program to bring the accounts to a zero (0) balance. The balances will be transferred to Miscellaneous General Fund.

The Town Treasurer shall make the necessary adjustments in the Tax Administration program to refund the overpayments, and shall provide documentation to generate a refund check for each of the overpayments identified for refund.

IV. Inconsistent Policies Repealed

This policy shall amend and replace any provisions of any Policy of the Town of Westminster in effect at the time of enactment of this amended Policy governing any activity included in this amended policy.

V. Severability

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this policy, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Policy or any part thereof.

The Selectboard hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or ineffective.

VI. Effect

No section of this policy shall be construed to supersede or replace any Vermont Statute. This amended Policy shall be entered in the minutes of the Selectboard's meeting.

The foregoing amended Policy is hereby adopted by the Selectboard of the Town of Westminster, Vermont this 27th day of January, 2009, and is effective as of this date until amended or repealed.

