

Town of Fair Haven
REFUND AND SMALL CREDIT BALANCE POLICY

I. Policy Objectives

The primary objective of the Town of Fair Haven 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.

II. Definitions

1. **"Refund"** shall mean returning any credit balances on an account. .
2. **"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

1. After the final tax installment due date, the Town Treasurer and/or Accounts receivable shall print an available credits report from the New England Municipal Resource Center (NEMRC) Tax Administration program.
2. The Town Treasurer and/or Accounts receivable shall review the list and determine which of the credit balances are for a payment in advance, and which represents an overpayment.
3. The Town Treasurer and/or Accounts Receivable shall mail a letter to the tax payer asking if they want a refund or the balance rolled onto the next payment. If no response is received indicating a reimbursement is wanted the balance will be credited to the next tax bill.
4. If a refund is requested, the Town Treasurer and/or Accounts Receivable shall make the necessary adjustments in the NEMRC Tax Administration Program to refund the overpayments and provide documentation to the Accounts Payable Clerk to generate a refund check for each of the overpayments identified for refund or make the necessary adjustments in the NEMRC Tax Administration Program to credit accounts with the overpayment.

IV. Inconsistent Policies Repealed

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

V. Severability

If any part of this Policy 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.

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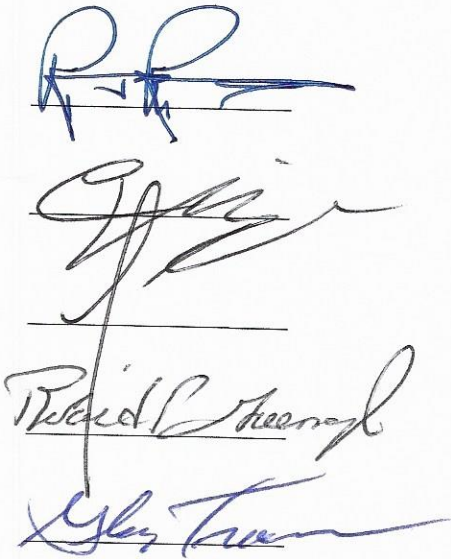
The Selectboard hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be declared unconstitutional or 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 Fair Haven, Vermont, this 11 day of July, 20 23 and is effective as of this date until amended or repealed.



Four handwritten signatures in blue ink, each written over a horizontal line. The signatures are: 1. A stylized signature starting with 'R'. 2. A signature starting with 'G'. 3. A signature that appears to be 'David Thompson'. 4. A signature that appears to be 'Glen Turner'.

Amended July 1st 2008

Amended: July 11 2023