TOWN OF FAIR HAVEN, VERMONT
REFUND AND SMALL CREDIT BALANCE POLICY FOR TAX COLLECTION

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 which is greater than $5.00 (five dollars) to the taxpayer.

2. **"Small balance"** shall mean any credit balances on an account which is less than $5.00 (five dollars).

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

1. After each tax installment due date, the Town Treasurer shall print an available credits report from the New England Municipal Resource Center (NEMRC) Tax Administration program.

2. 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 $5.00 (five dollars).

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

4. The Town Treasurer shall make the necessary adjustments in the NEMRC Tax Administration program to refund the overpayments, and shall provide documentation to the Accounts Payable Clerk 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 Inconsistent Policies Repealed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 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 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 herby adopted by the Selectboard of the Town of Fair Haven, Vermont, this 1st day of July ,2008, and is effective as of this date until amended or repealed.

Selectmen

Ronald Adams

Ronald Adams

Claire L. Stanley

Claire Stanley

Raymond Bunker

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Julie A. Ellis

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