



THE VILLAGE OF DUNNOTTAR

Administration

REFUNDING OVERPAYMENTS

Subject: Overpayment of Taxes	Policy No.: General Policy #4
Effective Date: Immediate	Resolution No.: 160/14
Replaces Policy: New Policy	Resolution Date: July 16, 2014
Review Date: July 2016	

STATEMENT OF GENERAL INTENT:

The Village of Dunnottar issues property tax notices each year with a due date of June 30th. The village accepts payment in the forms of cash, cheque, certified cheque, money order, bank draft or online payments through some financial institutions.

In some cases payments are received in US funds, and at times depending on the exchange rate provided by our financial institution, an overpayment is made.

The purpose of this policy is to establish a procedure as to under what circumstances a refund shall be issued, that does not conflict with *The Municipal Act*.

POLICY GUIDELINES:

1. All requests for a refund shall be in writing, signed by the person making the request, and clearly state the name of the person requesting the refund, the affected property, roll number and current mailing address.
2. The request must set out the reason for the refund, and why the overpayment was made initially.
3. If there is more than one person on the title of the property, the person requesting the overpayment, must clearly demonstrate that they are the party entitled to any refund; written confirmation from other property owners or those with a registered interest (i.e. mortgage holder) may be required at the discretion of administration.
4. Refunds will not be provided for amounts less than \$100.00.
5. Once approved by administration, a cheque will be issued in the next regular cheque run.