

RESOLUTION 2014-2: REFUND OF CERTAIN OVERPAYMENTS AND COPY REQUEST CHARGES TO THE TOWN of BELVIDERE

WHEREAS, in the process of collecting payments of property taxes, permit fees and other monies on behalf of the TOWN, the clerk & treasurer receive payment in excess of the amount owed to the Town through error, inadvertence or oversight and also process requests for copies of town information that is available to download from Town of Belvidere website; and

WHEREAS, the past policy of the Town has been to refund any such overpayments, regardless of amount, to the payer and mail said copy requests; and

WHEREAS, the Town Board recognizes that the cost to taxpayers to process such refunds often exceeds the amount of the refund and are not cost effective to provide copy requests at no charge; and

WHEREAS, the Town Board determined that it is in the interest of the Town to establish a policy to retain nominal overpayments absent demand by the payer for refund and charge for copy fees and mailings.

NOW THEREFORE, the Town Board of the Town of Belvidere, Buffalo County, Wisconsin, does hereby ordain as follows:

Retention of Nominal Overpayments Absent Demand and Copy Request Charges.

- (a) For purposes of a "Nominal Overpayment" shall be the overpayment of any tax, fee, or other obligation to the Town in an amount which does not exceed \$3.00.
- (b) Charges for copy requests and mailings shall be an amount which does not exceed \$3.00 per request of six (6) pages or less. Large copy requests are charged \$0.25 per page plus administrative costs.
- (c) As an administrative convenience the Town shall retain any Nominal Overpayment and shall not process a refund of the same absent appropriate demand for refund by the payer of the overpayment and charge for copy fees.
- (d) The Nominal Overpayment retained by the Town and copy request fee charges pursuant to this Resolution shall be credited to the general fund.

PASSED AND ADOPTED by the Town Board of the Town of Belvidere, Buffalo County, Wisconsin this 13th day of MAY, 2014.

TOWN OF BELVIDERE,

BY: /s/ David Danzinger

DAVID DANZINGER, CHAIRMAN

ATTEST: /s/ Deborah M Ruff

Deborah M Ruff, Town Clerk