

# GREENE COUNTY POLICY

Subject: Tax Refund and Release Policy	Policy Number: 7
	Effective: May 28, 2003
	Approved by: County Manager

## **Tax Refunds Requiring Board Approval**

A request for release or refund of property tax requiring Board approval must be submitted to the Tax Administrator in writing by 12:00 on the second or fourth Monday of each month.

The releases and refunds approved by the Board at any particular meeting will be written on the next scheduled issuance of county checks.

Checks are written in the County Finance Department on the first and third Monday of each month.

Checks are normally mailed by the next working day after being signed by the appropriate county officials.

## **Tax Refunds Not Requiring Board Approval**

Tax refund checks resulting from overpayments do not require Board approval. These particular refunds will be transmitted to the Finance Department by 12:00 on the Friday prior to a regularly scheduled issuance of checks.

If a tax refund is found to be due to an error on the County's part, the refund check will be issued within two business days of discovering the error.