

Town of Eatonia Statement of Policy and Procedure			
Subject:	Tax Refund Policy	Policy No:	16
Date of Council Approval:	May 11, 2021	Resolution No.	22/5/21

1. Purpose:

To establish a uniform policy to refund or transfer overpaid taxes on properties when a request is made by the property owner.

2. Policy:

a) A property owner can chose one of the following options:

- i) Request a refund of their overpaid taxes be refunded back by cheque. Any discount applied during the month of their payment will be deducted from the payment and credit removed from the tax card.

Example – A property owner paid their taxes in January and received a 6% discount on the municipal taxes. When the taxes were levied in April, they had overpaid and had a credit of \$301.27 in the municipal taxes. They would then be refunded back \$284.22 by cheque and the balance remaining which would be the discount of \$17.05 would be cleared from their tax card.

- ii) Request that the overpayment be transferred to their utility account. The full amount including the discount would be transferred directly to their utility account.
- iii) Leave the overpayment on the tax card to be applied towards the next year's property taxes.

b) Any property owner who has a credit over \$25.00 can request one of the first two options. Anything under \$25.00 will remain on the tax card as per option three.

c) If the credit is a result of a mortgage company overpaying the property taxes, the credit will remain on the tax card as per option three unless authorized by the mortgage company to refund or transfer.