

**PROCEDURE POLICY FOR REFUNDS OF TAX PAYMENTS
IN EXCESS OF TAX BILL AMOUNTS**

The town board of the Town of Pelican establishes this policy for tax payments made in excess of tax bill amount. Overpayments will be refunded within 15 business days of payment to the town treasurer in compliance with s.74.03(2) Wis. Statutes.

The town treasurer will deposit all tax payments as soon as practicable in compliance with s.60.34, Wis. Statutes. When the town treasurer verifies that the payment has cleared and not been returned as non-sufficient funds (NSF), but not later than 10 days after depositing, the treasurer will provide the town clerk with written documentation of the following:

The name and mailing address of the taxpayer for whom a refund in excess of the tax bill amount is due.

The amount of the refund in excess of the tax bill.

The date the payment was received.

Statement that the payment as made has cleared and not returned as NSF.

The clerk will issue refund checks for overpayments of \$5.00 and more within 15 days of payment.

Refunds for less than \$5.00 must be requested by the tax payer no later than January 31 of the tax payment year.

Policy approved December 2nd, 2024.

David Hollands, Chairman

Mike Ring, Clerk