

**TOWN OF GREENBURGH OVERPAYMENT AND DUPLICATE PAYMENT ACCOUNT**

**HOW DO OVERPAYMENTS HAPPEN?**

There are several ways in which an overpayment can occur, ranging from the simple inversion of a number to a bank paying on a wrong account. For example, the bank believes it is paying on property located at 12 Main Street in Hastings when in fact it is paying on 12 Main Street in Tarrytown. Often at a closing or a refinance, both the title company and the bank pay the same tax. Also, if you sell your property the new deed is not placed on our records for several months and the new homeowner may be the party entitled to the refund. Even though the seller's name still appears on the account, they may not be the party entitled to the refund.

If you believe you are entitled to the refund, then I will need the following documentation to satisfy our auditors and meet the requirements of the law.

**IF YOU PAID YOUR TAXES DIRECTLY TO US AT THE TIME OF THE PAYMENT IN QUESTION**

If a duplicate payment was made, please submit a copy of either of the cancelled checks.

If a simple overpayment was made, please submit a copy of that particular check. Please

be sure to indicate in your request, that you are the person entitled to the refund.

**IF YOUR BANK PAID YOUR TAXES AT THE TIME OF THE PAYMENT IN QUESTION**

Please ask your bank to submit to my office a copy of the cancelled check, or provide documentation that they paid the tax either in error, or more than once on your account. They should also specify whether the funds are to be returned to your escrow account, or

mailed to you directly.

If you have any questions, please feel free to contact my office at 914-993-1512.

Respectfully,

David C. Dwinell

Receiver of Taxes