

Treasurer/Tax Collector

Refunding Real Estate or Personal Property Tax Credit Balances

A refund check is issued to a taxpayer who has an overpayment on their account, provided that the taxpayer supplies the City with the proper documentation confirming payment, and provided there are no other outstanding taxes or sewer bills due and payable to the City from any other year or on other property owned by the taxpayer. It is important to provide check copies, both front and back, to ensure that payments made to your account were made by you, or made by your bank or mortgage company on your behalf. Due to the large volume of mistakes made by mortgage companies and banks applying payments to the wrong accounts, City policy requires check copy review to ensure refunds (or transfers) are issued to the party that made payment. (Download transfer authorization form on page 3)

It is City policy not to issue refund checks for current Fiscal Year credit balances because all tax bills for the current Fiscal Year have not yet been issued. If you made an overpayment on one quarter, the overpayment will be credited towards the next quarter's bill. Credit balances do not automatically move from one Fiscal Year to the next. The Fiscal Year begins on July 1st and ends on June 30th. Please note that it is faster and more efficient for the Collection's Department to transfer a credit balance from a prior Fiscal Year to the current Fiscal Year, or from a prior Fiscal Year to a Sewer or Tax Title account, than it is to produce a refund check.

- **If the credit was caused by an overpayment:**

A written request for a refund must be accompanied by copies of canceled checks, both front and back, for the fiscal year(s) in which the credit(s) exist. If your taxes are paid by a mortgage company or bank, obtain a copy of their canceled check(s) along with the disbursement sheets that accompany the check(s). If you paid by cash, receipt copies must be provided.

If the property has recently been purchased or refinanced, please also include a copy of the HUD Settlement Statement, which lists the detail of the taxes paid at the closing.

Your letter of request must include your name, the property address, the real estate account number and your signature. Please also provide a current mailing address and telephone number. Forward your letter of request and all check copies (front and back), disbursement sheets if applicable, and/or cash payment receipt(s) copies to: City of Cranston, Tax Collections, 869 Park Avenue, Cranston, RI, 02910.

- **If the credit was caused by an abatement:**

The refund will automatically be issued unless the property has changed hands during the fiscal year. The refund will usually be returned to the record owner. If the property has been sold during the fiscal year to a new owner, the date of transfer (the date of the deed) and the information on the HUD Settlement Statement will determine who is eligible for the refund.

Motor Vehicle Excise Taxes

A refund check is only issued if there is a credit balance due to an abatement after the bill has been paid in full. In order to receive an abatement the taxpayer will need to file the necessary documentation with the Board of Assessors. To find out if you are entitled to an abatement and what documentation is necessary, please contact the City Assessor at: 401-780-3188.

Sewer Bills

In most cases, a credit balance will not result in a refund for a sewer account. A credit balance will be applied toward the next quarter sewer bill. However, when someone sells their property or if the credit amount will not be used up within the next two quarters, the property owner may request a sewer credit refund. Please contact the Collector's Department at: 401-780-3143.

ALLAN W. FUNG
MAYOR



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DAVID A. CAPUANO
CITY TREASURER

DEPARTMENT OF FINANCE
TREASURY AND TAX COLLECTION
CITY HALL
869 PARK AVENUE
CRANSTON, RHODE ISLAND 02910

REQUEST & AUTHORIZATION TO TRANSFER A CREDIT BALANCE

Applicant/Property Owner(s): _____
Property Address: _____ Cranston, RI 029 _____
Mailing Address (if different) _____
Telephone number: _____

TRANSFER FROM: Real Estate Sewer Motor Vehicle

Account Number: _____

Amount: \$ _____

Amount (if any) expected to be Refunded: \$ _____

By signing below, you are hereby requesting that the credit balance above be processed and are further authorizing the City of Cranston to transfer and apply said credit balance toward your outstanding account(s) balance. If after complete satisfaction of the outstanding account balance, a credit remains, you hereby authorize the City of Cranston to post a refund check to you at the address above.

The Applicant/Property Owner further acknowledges that he or she is duly authorized to make the foregoing request with the City of Cranston.

CITY OF CRANSTON

Applicant/Property Owner(s):

Date

Date

Notes: _____
