

Tax Billing Address Management

Category: Richmond Selectboard Policy
Number: 2017-001
Responsibility: Richmond Assessment & Finance
Authorization: Richmond Selectboard
Approval Date: 8/21/17
Amended: _____

Purpose:

To assign and manage tax billing address changes.

Policy:

Tax billing addresses will be entered and verified prior to issuance of tax bills.

Procedure Summary:

- The Town Assessor will review submitted and recorded deeds and Property Tax Transfer Return (PTTR) forms and update the Grand List with owner information and taxpayer information. Change of Address requests from property owners will also be managed by the Town Assessor.
- The Town Assessor will maintain an annual file or list with completed changes.
- The Finance Department will annually review the Assessor file and compare with the Grand List prior to the issuance of tax bills. Any discrepancies found will be researched and corrected prior to the issuance of tax bills.

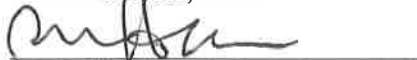
Amendment:

The Richmond Selectboard may amend this policy ^{from} ~~at~~ time to time by affirmative vote of the Board.

Signed by Richmond Selectboard this 21 day of August 2017 for recording with Richmond Town Clerk.



Lincoln Bressor, Chair



Bard Hill, Vice-Chair


Steve May, Member


Steve Ackerman, Member

David Sander, Member