

## Check Policy –

In accordance with town policy, any check received by the Collector of Revenue's office will be returned to the sender if any of the following apply to avoid any suspicion of fraud and to eliminate the possibility that the bank will refuse the check. No courtesy contact will be attempted:

- I. If the legal line is:
  - A. Blank, not filled out at all
  - B. Not filled out completely
  - C. Is illegible
- II. If the check is unsigned
- III. If the check is undated
- IV. If the check is post dated
- V. If the pay to the order line is not complete AND there is no bill to accompany the check.
- VI. If payment is remitted without a remittance or a notation on the check of the taxpayers intention. The check should reference property address, Unique ID, VIN number, plate number or bill type.

If the legal line of the check is different from the courtesy box the legal line will be the amount applied to your account(s). If a balance due exists a copy of the check and a statement will be mailed alerting of the discrepancy.

## Postmark Warning

ACH and/or bill payment services may not mail your payment when you expect them to. You assume the risk of your payment arriving late if you choose to utilize these services. These payment types come to us without a postmark, and because of this, they **MUST** be received by the last day to pay without penalty (ex., on or before August 1) to be considered timely. In accordance with CGS 12-146, postmark determines interest but if there is no postmark, timeliness depends solely upon our receipt of the payment **not** the date of the check.

According to CGS 12-146 only a United States Postal Service Postmark is accepted. Certificate of Mailings or metered mail is not acceptable as a USPS Postmark.

Please read your financial institutions warnings regarding electronic bill payment service as many specifically advise not to use the service for tax payments for the reasons given.

