
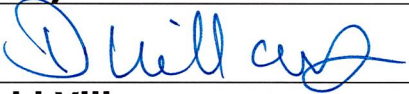
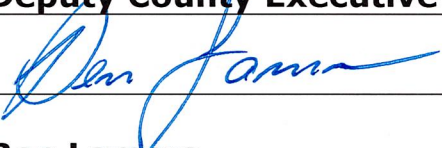
		Policy # 1510
Subject: Refunds Policy		
Responsible Department: Department of Finance		
Effective Date: 03/2021		Revision Date:
		
Ann Edwards County Executive		
		
David Villanueva Deputy County Executive		
		
Ben Lamera Director of Finance		

1. Purpose

This policy establishes guidelines for refunds allowed by County code.

2. Authority

Sacramento County Code
Sacramento County Zoning Code

3. Scope

Applies to all County of Sacramento Departments and government entities that report to the County Board of Supervisors, who in the course of doing business accept payments for which payment could be over-paid, paid more than once, erroneously or illegally collected, or received by the County for which a refund is allowed. Generally, fees that are paid erroneously are eligible for refund.

4. Procedures

Refund requests should be made in writing.

All refunds will be made to the party who made the payment. Refunds will be made by check when the original payment was made by cash or by

Refund Policy Number 1510

check. When the original payment was made by debit or credit card, the refund will be credited back to the card used.

The refunds allowed by Sacramento County Code (SCC) and Sacramento County Zoning Code can be found in the Policies and Procedures section here: <http://finance/Auditor-Controller/Pages/PaymentServices.aspx>

5. Review

Review annually and revise for any changes in guidance from the aforementioned authorities above.