

Bob Dixon  
Presiding Commissioner

Rusty MacLachlan  
1<sup>st</sup> District Commissioner

John C. Russell  
2<sup>nd</sup> District Commissioner



Shane Schoeller  
Clerk of the Commission

Christopher J. Coulter, AICP  
County Administrator

Megan Applegate  
Executive Assistant

## COUNTY COMMISSION

### Greene County, Missouri

(417) 868-4112

RSMO 52.240.4. allows a taxpayer the ability to ask the County Commission for a refund of penalties, interest, or taxes. This can be done when the county has made an **error or omission in determining taxes owed**. The Missouri Statute reads as follows:

**Any taxpayer claiming that the county made an error or omission in determining taxes owed may submit a written request for a refund of penalties, interest, or taxes to the county commission or governing body of the county. If the county commission or governing body of the county approves the refund, then such penalties, interest, or taxes shall be refunded as provided in section 139.031. The county commission shall approve or disapprove the taxpayer's written request within thirty days of receiving said request. The county collector shall refund penalties, interest, and taxes if the county made an error or omission in determining taxes owed by the taxpayer.**

If a taxpayer claims Greene County has made an **error or omission in determining taxes owed**, the following procedure is utilized to seek a refund.

#### **Steps for seeking a refund of penalties, interest, or taxes:**

1. The taxpayer will fill out the form, and return it, along with any supporting documentation to the Greene County Commission Office. We respectfully ask that documentation be typed.
2. All documents must be printed and turned into the Commission Office at 1443 N. Robberson Ave. 10th floor in-person. A County representative will sign and date the form and make 2 copies - one copy is to be given to the taxpayer and one copy given to the Collector (as a record while the original stays with the Commission Office).
3. The Commission Office will sign and date the form when it is received. A public hearing will be held to receive public comment regarding the refund request at the regular monthly scheduled Greene County Court Session (held on the first Monday of each month) and either approve or disapprove the request.
4. The County Commission will hear testimony and then discuss and vote on the request.

Cox Medical Tower • 1443 North Robberson Avenue, 10<sup>th</sup> Floor • Springfield, Missouri 65802  
Mailing Address 940 Boonville Avenue • Springfield, Missouri 65802

[www.greencountymo.gov](http://www.greencountymo.gov)

The final vote will be recorded in the minutes of the Court Session and the submitted request form will be marked with the appropriate decision and any necessary comments.

5. A copy of the form indicating the decision of the Greene County Commission, along with any supporting documentation, will be forwarded to the Greene County Collector's Office.
6. If the request is approved, the Greene County Collector's Office will complete the request using the normal process within the Greene County Collector's Office. A copy of the request form with the Greene County Commission's decision will be mailed to the taxpayer with the refund check.
7. If the request is not approved, the Greene County Commission will mail a copy of the completed request form to the taxpayer.
8. The Greene County Commission will retain the original request form and all supporting documentation.