



COUNTY OF ERIE
COUNTY CLERK

MEMORANDUM

TO: CUSTOMERS OF THE ERIE COUNTY CLERK'S OFFICE
FROM: PEGGY A. LAGREE, ACTING COUNTY CLERK
DATE: JULY 5, 2017
RE: REFUND POLICY

Peggy A. LaGree

In light of the expenses incurred by the County in issuing refund checks, the Erie County Clerk's Office is implementing the following change in policy, effective Monday, September 11, 2017:

Refund of overpayments, if recording fees are paid by check, will be made **ONLY** to an existing Escrow Account.

Transactions (paid by check) which when completed result in an overage of \$5.00 or less may be completed; and

- 1) No refund will be issued except where an escrow account exists and the overage may be deposited to that account; or
- 2) The overage will be retained by the County Clerk.

Transactions (paid by check) which when completed result in an overage of \$5.01 or more will not be completed **UNLESS** an escrow account exists and the overage is deposited to that account.

NOTE - Any request to refund an escrow account will be refunded for the full amount of the account balance and the escrow account will be closed.

For questions on the Erie County Clerk Schedule of Fees, please visit www.erie.gov/clerk and click on the link for "Schedule of Fees" on the bottom of the home page under "Frequently Requested".