

POLICY REGARDING RECEIPT OF OVERPAYMENT OF FEES
PER TCA 8-13-111

- (1) The Register does not issue refund checks for overages.
- (2) If instructions to return an overage are included with the documents presented for recordation, we will return the unrecorded documents and fees to the sender.
- (3) If there are no instructions in reference to an overage, we will retain any overage of \$10.00 or less as fees of the office and record the documents. No notice will be given.
- (4) If the overage is greater than \$10, we will make a reasonable attempt at obtaining a contact phone number. If the Register is unable to make contact, before 2:00 p.m., the document will be recorded and the overage will be retained as fees of the office. If we are able to make contact, we will ask for instructions as to whether the submitting party would like the Register to retain the overage amount as fees of the office, hold the documents in the office until a corrected amount is submitted or return the unrecorded documents back to the submitting party.

Revised September 1, 2018