

## Documentation Required to Pro-Rate a Motor Vehicle Tax Bill

### *Two Forms of Proof may be Required:*

**Plate Receipt** from the DMV indicating the registration has been canceled. If you have transferred your registration to your new vehicle there is no adjustment to your tax bill.

### **Proof of Disposition of your Vehicle.**

- **Sold Vehicle:** A bill of sale signed by both the buyer and the seller **or** a copy of the new owner's registration.
- **Transfer of Title:** A copy of both sides of the transferred title, signed by both parties, and indicating the date the transfer took place.
- **Out of State Registration:** A copy of the new out of state registration showing the date the vehicle was registered. (The vehicle may no longer reside in CT)
- **Stolen Vehicle:** A letter from the insurance company indicating the date the vehicle was stolen and not recovered.
- **Totaled Vehicle:** A letter from the insurance company indicating the date the vehicle was deemed a total loss.
- **Junked Vehicle:** A receipt from the junkyard stating the date the vehicle was junked.
- **Trade In Vehicle:** A copy of the purchase agreement identifying the old vehicle as a trade in.
- **Donated Vehicle:** A copy of the donation letter showing the date the vehicle was donated.
- **Leased Vehicle Return:** A copy of the terminated lease agreement or the odometer statement.
- **Leased Vehicle Purchase:** A copy of your new registration indicating the vehicle is now registered in your name.
- **Insurance Letter:** If you are unable to provide any of the above documents, the Assessor's Office will accept a letter from your insurance company identifying the vehicle, the date the vehicle was removed, and the reason for deletion.
- **In State Relocation:** You must have moved to a new town PRIOR to the October 1st start date of the tax year otherwise your bill is still payable to town where you resided on October 1. If the address is updated in the CT DMV system then a letter from your insurance company showing the date the vehicle was garaged in your new city/town will be sufficient proof to remove the bill.

All proof should be dated and have the year, make, model, and vehicle identification number (VIN) on it. Documentation that is missing information will not be accepted.