



SETTLED IN 1639
ASSESSOR'S OFFICE
31 PARK STREET
GUILFORD, CT 06437
TELEPHONE: (203) 453-8010

DATE

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TWO (2) DOCUMENTS ARE REQUIRED TO ADJUST OR DELETE ANY MOTOR VEHICLE TAX BILL

FIRST DOCUMENT: The first document that you must submit is the **registration/plate cancellation receipt** from the Connecticut Department of Motor Vehicle indicating when that registration was cancelled (See reverse side). A plate receipt is only proof that the Connecticut registration was cancelled. Even if you cancel your registration, if you still own the motor vehicle, you still owe taxes on that motor vehicle [CGS 12-71(f)(1)]. A plate receipt is **not** proof that you disposed of a motor vehicle. Therefore, a second document is needed.

SECOND DOCUMENT: The second document that you must provide is one of the following:

- IF SOLD/GIFTED:** A copy of the bill of sale, copy of gift transfer or a copy of the signed transferred title (showing to whom and when it was transferred).
- IF TRANSFERRED:** A copy of the signed Transfer of Title or copy of the new owner's first registration.
- IF TRADED-IN:** A copy of the new vehicle purchase agreement identifying the trade-in vehicle, year, make, VIN#
- IF DONATED:** A copy of the donation letter showing the motor vehicle's VIN# and the date the vehicle was donated.
- IF STOLEN:** A letter from your insurance company indicating which vehicle was stolen and not recovered. You must file a "Lost or Stolen plate" form with the DMV and provide a copy of the DMV acknowledgement canceling that registration to us.
- IF TOTALED:** A letter from the insurance company indicating the motor vehicle's VIN # and the date the motor vehicle was totaled. If you did not return the plate then you must file a "Lost or Stolen plate" form with the DMV and provide a copy of the DMV acknowledgement canceling that registration to us.
- IF JUNKED:** A receipt from the junkyard showing the vehicle VIN # and the date the motor vehicle was junked.
- IF REPOSSESSED:** A letter from the company repossessing the motor vehicle with the date that the company took final possession of the motor vehicle.
- IF REGISTERED OUT OF STATE:** A copy of the out-of-state registration showing the **first date of registration** in that state and you must complete a prescribed affidavit which is available in the Assessor's Office or on our website.
- IF SHIPPED OUT OF THE COUNTRY:** Documentation which satisfactorily proves to the Assessor the date that the motor vehicle in question **was shipped** out of the country.
- CARFAX/AUTOCHECK:** For a fee, you can logon to carfax.com OR autocheck.com to acquire a printout of its history. The Assessor's Office will review that printout and will decide if it is acceptable.

➤ **ALL DOCUMENTATION MUST:**

- Describe the Motor Vehicle by its Vin Number.
- Be “Satisfactory to the Assessor” (CGS 12-71C).

**All Motor Vehicle Tax Bills will be due and Payable in Full until
All Requested Documentation is Received and Approved by this Office**

A REGISTRATION/PLATE RECEIPT?

1. **The taxpayer is liable to cancel the registration if the plates were not transferred to another registered motor vehicle.** To cancel them visit www.ct.gov/dmv/online Be sure to print out the receipt and provide a copy to us.
2. By canceling the plates/registration, this motor vehicle will no longer be on the DMV file and will not be on next year’s motor vehicle list, thus saving this office time and effort to correct this problem two (2) years in a row and saving the taxpayer the aggravation of coming in again next year.
3. If the plates are not cancelled but transferred to another motor vehicle with no changes to name, then you do not need to provide us documentation. A credit for the old vehicle will appear on the next bill of the newer vehicle.
4. This is the policy and procedure recommended by the Connecticut Association of Assessing Officers.
5. Even if the taxpayer says they returned the plates, the registration/plate receipt is the only written proof that they did and that the DMV has been notified to delete this motor vehicle from their files (See #2 above).
6. C.G.S. Section 12-71c states, in part, that any person claiming a tax credit must provide “documentation satisfactory to the assessor”.
7. The burden of proof is on the taxpayer/registered owner of the motor vehicle.
8. The DMV, after being notified by your insurance carrier that insurance coverage has been cancelled, can fine you \$250 plus \$5 per day till the plates are either transferred to another vehicle or cancelled.

**State of Connecticut, Department of Motor Vehicles
60 State Street
Wethersfield, CT 06161-1050**

Website: www.ct.gov/dmv/online

General info: (860) 263-5700 or
(800) 842-8222 (Toll Free in Ct Only)

Visit Us Online: https://www.guilfordct.gov/town_departments/assessor/mv-information.php