



**TOWN OF NORFOLK**  
**BOARD OF ASSESSORS**

**ONE LIBERTY LANE**  
**NORFOLK, MASSACHUSETTS 02056**

[www.norfolk.ma.us](http://www.norfolk.ma.us)

**PH: 508-528-1120**

**FAX: 508-541-3383**

Dear Taxpayer,

In order to process an abatement on your motor vehicle excise tax bill you must provide us documentation to verify the disposition of **both** the **Plate** (e.g., was it transferred or cancelled?) and the **Vehicle** (e.g., was it sold, total loss, junked, etc.?)

We require documentation from the following list:

**As to the license plate:**

1. Registration Cancellation receipt if the plates were cancelled (with VIN#) or
2. New Registration Form if the plates were transferred;

**AND**

**As to the vehicle:**

3. Bill of Sale if the car was sold or traded (with VIN # and sale date)
4. Purchase Agreement citing vehicle as Trade-in (with VIN# and sale date)
5. Insurance Settlement Letter if the vehicle was totaled (with VIN # and date of loss)
6. Affidavit of Lost or Stolen Plate (C-19 form)
7. Registration form from a new State or Country
8. Letter from Commanding Officer (Non-domiciliary serviceperson)
9. Repossession Letter (with VIN# and repossession date)
10. Copy of Donation Letter (with VIN# and donation date)
11. Junk Yard Receipt if the vehicle was scrapped (with VIN # and date scrapped)

If you're no longer living in Norfolk and still receiving excise bills, your Garage Code at the RMV may be incorrect, please contact the RMV Customer Service and Excise Correction Department at 857-368-8181.

Thank you for your cooperation, if you should have any additional questions please call us at 508-528-1120.

**Note: No excise may be reduced to less than \$5.00. No abatement for less than \$5.00 will be granted and no refund of less than \$5.00 will be made.**

