

MOTOR VEHICLE

TWO FORMS of proof are required to make an adjustment.

1.) PLATE RECEIPT from DMV indicating the registration has been **CANCELED, LOST OR STOLEN.**

*Providing a cancellation of plates does not show that you have disposed of the vehicle. Therefore we require a second form of proof. Listed below are acceptable forms of proof to show the vehicle was disposed of.

2.) Any of the following **IN ADDITION TO # 1**

a.) A copy of the bill of sale

(The bill of sale is now on the bottom of the vehicle owners registration form and transfer information must be recorded on the back of the registration form before being submitted to DMV- therefore the seller's obligation is to provide a copy of the signed registration form along with the plate receipt to the Assessor.)

b.) A copy of the Transfer of Title

(The seller must provide the Assessor with a copy of the signed title and the plate receipt.)

c.) Out of State Registration – Proof of residency and a copy of registration showing the date the vehicle was registered outside the State of Connecticut along with plate receipt.

d.) Stolen Vehicle- A statement from the insurance company indicating that the vehicle was stolen and NOT RECOVERED. Owner must file a lost or stolen plate form with the DMV.

e.) Totaled Vehicle- A statement from the insurance company indicating that the vehicle was totaled. If owner did not return plate than he/she must file a lost or stolen plate receipt form with the DMV.

f.) Junked Vehicle- A notarized receipt from junkyard in addition to the plate receipt.

- g.) Trade-in Vehicle- A copy of the purchase agreement identifying the trade-in vehicle and a plate receipt.
- h.) Repossessed- Letter from the finance company stating the date the vehicle was taken. If owner did not have the plates to return than he/she must file a lost or stolen plate receipt form with the DMV.
- i.) Donated- A letter from the charitable organization on the organization's letter head, stating that the vehicle was donated in addition to the plate receipt.

NOTE: All information must be DATED and have the VEHICLE IDENTIFICATION NUMBER on all documentation.