

REQUIRED FORMS OF PROOF FOR MOTOR VEHICLE ADJUSTMENTS

If an error exists in your ownership time period of a motor vehicle, you may provide proof of your claim to the Assessor's Office according to the situations listed in **What If My Vehicle Was:**

Any documentation provided:

1. Must be the original
2. Must be clearly dated
3. Must be signed (when necessary)
4. Must be legible
5. Must show vehicle identification number, make, model and year

PLEASE NOTE: UNREGISTERED VEHICLES IN YOUR POSSESSION AND VEHICLES REGISTERED IN OTHER STATES BUT LOCATED IN CONNECTICUT FOR THREE MONTHS ARE TAXABLE & MUST BE DECLARED AS PERSONAL PROPERTY ANNUALLY. FAILURE TO DECLARE MAY SUBJECT YOU TO PENALTIES & MULTIPLE YEARS ASSESSMENT.

WHAT IF MY VEHICLE WAS?

SOLD/TRADED-IN:

1. A copy of the CT DMV cancellation of plate receipt. **REQUIRED**
AND any one of the next 5
2. A copy of the bill of sale with the year, make, model & VIN # of the vehicle as well as buyer's signature.
3. A copy of the new owner's registration or the new owner's title with the year, make, model & VIN # of the vehicle.
4. A copy of your title showing transfer.
5. A letter from your insurance company stating the date the insurance was cancelled, the reason for the cancellation and the year, make, model & VIN # of the vehicle.
6. A copy of the purchase agreement from the dealership identifying the trade-in vehicle and the date of the trade-in.

TOTALED/JUNKED:

1. A copy of the CT DMV cancellation of plate receipt. **REQUIRED**
AND any one of the next 2
2. A letter from your insurance agent or company stating that the vehicle was totaled, the date of the accident and the year, make, model & VIN # of the vehicle.
3. Dated receipt from the junk dealer to whom the vehicle was sold and the year, make, model & VIN # of the vehicle.

POLICE REPORTS ARE UNACCEPTABLE

REGISTERED OUT OF STATE:

1. A copy of the CT DMV cancellation of plate receipt. **REQUIRED**
AND
2. A copy of the original out of state registration OR title showing the year, make, model & VIN # of the vehicle.

STOLEN:

1. A copy of the CT DMV cancellation of plate receipt. **REQUIRED**
AND
2. A statement from your insurance agent or company stating that the vehicle was stolen and not recovered, date of theft and the year, make, model & VIN # of the vehicle.

POLICE REPORTS ARE UNACCEPTABLE

REPOSSESSED:

1. A copy of the CT DMV cancellation of plate receipt. **REQUIRED**
AND any one of the next 2
2. Letter from the finance company stating the date the vehicle was taken and that it was not redeemed by you and the year, make, model & VIN # of the vehicle.
3. Copy of bill of sale or auction papers that show the year, make, model & VIN # of the vehicle and the date of sale.

LEASED VEHICLE RETURNED:

1. A copy of the CT DMV cancellation of plate receipt. **REQUIRED**
AND
2. A copy of the lease termination which should include year, make, model & VIN # and odometer reading for the vehicle or odometer disclosure statement with the same information as lease termination and signed by both the Lessor and Lessee.

DONATED:

1. A copy of the CT DMV cancellation of plate receipt. **REQUIRED**
AND
2. Letter from charitable organization stating that the vehicle was donated, the date of the donation and the year, make, model & VIN # of the vehicle.

TAXED IN WRONG TOWN:

Taxpayer must provide the following:

1. A copy of your home assessment record or lease showing date(s)
2. Utility bill or bank statement showing date(s)
3. Proof of payment to correct tax town for the same vehicle.

Note: All dates must be prior to or including October 1st

State Statute Sec. 14-17a **Notice of change in registrant's address** (a) A person holding a certificate of registration for a motor vehicle issued by the Commissioner shall notify the Commissioner **within 48 hours** of any change of his new address. (b) Failure to give the notice required by this section shall be an infraction.

Copies of CT DMV cancellation of plate receipt may be requested from CT DMV {Copy Records Division} at (800) 842-8222 or www.ct.gov/dmv

MOTOR VEHICLE TAX BILLS

Motor Vehicle tax bills that are issued July 1st encompass the period from the proceeding October 1st to the next September 30th. **If you disposed of your vehicle and did not transfer the plates to a replacement vehicle, you may be entitled to a tax credit.**

If you moved out of East Haven after October 1st, the tax bill will still be due in East Haven for the entire Grand List year. **Motor Vehicle taxes are not prorated from one Connecticut town to another Connecticut town.**

If you transferred your plates to a new vehicle, you are **not** entitled to an adjustment. In essence, the adjustment follows the license plate. **The original bill for the old vehicle should be paid in full.** A supplemental list will then generate a bill for the new vehicle with a credit (exemption) for the period that the old vehicle was no longer owned.

From the category, which best describes your situation entitled **“What If My Vehicle Was?”** Forward the appropriate **2** forms of proof to:

Assessor's Office
East Haven Town Hall
250 Main Street
East Haven, CT 06512

Phone: (203) 468-3233 Fax: (203) 468-3230

Please Note: A CT Department of Motor Vehicle cancellation of license plate does **not** show that you have disposed of the vehicle. Therefore a 2nd form of proof is required to support an adjustment.

CT Department of Motor Vehicle does **not** inform Towns when plates are returned nor when vehicles are sold, registered out of State or otherwise disposed of. **It is the taxpayer's responsibility to provide the required documentation within the time limits as provided under applicable CT law.**

DEADLINE FOR PRESENTATION OF PROOF FOR ADJUSTMENT

The proof for adjustment (“prorates”) of motor vehicle regular list **must** be presented within 27 months of the assessment date. Example: the owner of a vehicle, with a bill with an assessment date of October 1, 2013 has until December 31, 2015 to present all proofs of disposal.

Taxpayer failure to provide all forms of proof for adjustment within the 27 months of the assessment date forfeits the right to an adjustment of the bill by CT law (12-71c.)

VEHICLE ASSESSMENT APPEALS

Motor Vehicle assessments billed in July may be appealed at the September meeting of the Board of Assessment Appeals. It is strongly recommended that the people seeking an adjustment pay their full tax bill on time to avoid late penalties. If the bill is adjusted later, a refund of the difference will be made. Appeal forms are available in the Assessor's Office during the time period of August 1st – 20th.

**FAILURE TO RECEIVE A MOTOR VEHICLE
TAX BILL DOES NOT INVALIDATE THE
BILL OR ANY ACCRUED INTEREST!**

REQUIRED FORMS OF PROOF FOR ADJUSTMENTS OF MOTOR VEHICLE TAX BILLS



TOWN OF EAST HAVEN

**ASSESSOR'S OFFICE
250 MAIN STREET
EAST HAVEN, CT 06512
(203) 468-3233
FAX (203) 468-3230**

www.townofeasthavenct.org