**MOTOR VEHICLE CREDIT PROCEDURES**

**Taxpayers:**  You may be entitled to a partial credit if a vehicle for which you are currently being taxed has been **sold, stolen, totally damaged,** or **removed and registered in another state** since 10/1/2013. You must provide proof to the assessor of the above events, and include vehicle make, year, VIN, and transaction date. All proof must be accompanied by a plate receipt from DMV indicating that the registration has been canceled, lost or stolen.

**SOLD**

1) Bill of sale and DMV plate receipt. See 2nd page for bill of sale requirements.

2) Invoice showing trade-in credit and DMV plate receipt.

3) Receipt from a junk dealer and DMV plate receipt.

4) Copy of the transfer of title and DMV plate receipt.

**STOLEN**

Insurance company statement that the vehicle was stolen and not recovered, and owner must file a lost or stolen plate form with the DMV, since the plates are presumed stolen with the car.

**DESTROYED**

A statement from the insurance company stating that the vehicle was totaled and DMV plate receipt. If the owner did not return the plate, then he or she must file a lost or stolen plate form with the DMV.

**REMOVED AND REGISTERED IN ANOTHER STATE**

A copy of the registration showing the date the vehicle was registered outside of Connecticut, proof of residency, and DMV plate receipt.

**DEADLINES**

You have until 12/31/2015 to apply for a credit on a motor vehicle appearing on the 10/1/2013 Grand or Supplemental Lists, and until 12/31/2016 for vehicles on the 10/1/2014 Lists. The vehicles remain on the Grand Lists until proof such as that described above is provided.

 *OVER*

**As explained on the front,** if a vehicle is sold, stolen, destroyed, or removed and registered in another state, you may receive a tax credit by supplying the necessary documentation. The percentages of credit are:

Month % Reduction Month % Reduction

October 91.7 April 41.7

November 83.3 May 33.3

December 75.0 June 25.0

January 66.7 July 16.7

February 58.3 August 8.3

March 50.0 September 0.0

**To reach DMV**:

The telephone number for general information is (800) 842-8222 or (860) 263-5700

Online services and forms can be accessed at: http://www.ct.gov/dmv/

License plates no longer in use can be mailed to:

DMV

60 State Street

Wethersfield, CT 06109

***Attn: Plate Return***

Include a written request to cancel the registration and indicate whether you would like a receipt. A receipt will be mailed to the address that is on file with DMV. If you have moved out of state you must enclose a self addressed stamped envelope for the receipt to be mailed to you.

**What is a bill of sale and what elements *must* it contain?**

A bill of sale is a document certifying that you have sold a specific item to someone else.

The *necessary elements* are:

\* Seller’s name, address, and signature

\* Purchaser’s name and address

\* Description of motor vehicle

- Year

- Make

- Model

- VIN

\* Selling price and date sold

Please call the Assessor’s Office with any remaining questions 860-564-3030 or visit <http://www.sterlingct.us/assessor.htm>