

TOWN OF NEW CANAAN
ASSESSOR'S OFFICE
Motor Vehicle Tax Removal/Proration Checklist

CT Department of Motor Vehicles does not inform towns when plates are returned or when vehicles are sold, registered out of state or otherwise disposed of. It is the taxpayer's responsibility to provide the proof for adjustments (prorates) for motor vehicle tax bills within 26 months of the assessment date per Connecticut State Statute (12-71c).

All documents stated below MUST be submitted at the same time to the ASSESSOR'S OFFICE.

Mail, Fax, Email or bring all documents to: Town Hall, Assessor's Office, 77 Main Street, New Canaan, CT 06840
Email: Katie.Lam@NewCanaanCT.gov **Phone:** 203-594-3005 **Fax:** 203-594-3130

SITUATION		WHAT TO DO	Document Check Box
Vehicle SOLD • TRADED-IN • JUNKED • TOTALED • DONATED • LEASE TURNED-IN LICENSE PLATES NOT RE-USED on replacement vehicle	➔	1. Plates/registration must be cancelled with CT DMV. Receipt w/EXPIRED status is not accepted. Provide us a copy of the disposition/cancelled receipt. REQUIRED 2. Also provide copy of terminated lease agreement, Bill of Sale/trade-in agreement OR insurance company letter stating <i>when</i> and <i>why</i> removed from policy if sold to private party OR junk/donation receipt. All info must be dated and include VIN # on all documents.	<input type="checkbox"/> <input type="checkbox"/>
Vehicle SOLD • TRADED-IN • JUNKED • TOTALED • DONATED • LEASE TURNED-IN SAME PLATES USED on replacement vehicle registered to same owner	➔	PAY FULL BILL RECEIVED FOR OLD VEHICLE. You will automatically receive a credit for overlap time on January bill for the replacement vehicle. Do not submit this form.	
MOVED OUT OF TOWN	➔	1. If moved prior to October 1st of the Grand List year , provide copy of a deed, signed lease, property field card or utility bill showing dates prior to Oct. 1 st . Update address on your registration w/DMV. We will transfer your bill to the new town of residence. 2. If moved after October 1st of the Grand List year , PAY ENTIRE BILL TO NEW CANAAN. Update address on your registration with DMV for next year's bill to come from the new town. Do not submit this form.	<input type="checkbox"/>
MOVED OUT OF STATE	➔	1. Provide a copy of the new state registration and item #2 2. CT registration/plates must be cancelled. Provide us a copy of the CT registration/plates cancellation receipt. Required If moved & registered prior to October 1 st of the Grand List year, we will cancel your bill. If moved & registered after October 1 st of the Grand List year then you will get an adjusted bill.	<input type="checkbox"/> <input type="checkbox"/>

Name of Vehicle Owner: _____ Phone # or Email: _____

Current Mailing Address: _____