

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).

*FOR VEHICLE TAX ADJUSTMENTS INCLUDING PRORATION/REMOVAL, ALL REQUIRED DOCUMENTATION STATED BELOW MUST BE SUBMITTED AT THE SAME TIME. YOUR LETTER STATING THE SITUATION IS NOT SATISFACTORY PROOF. **PLEASE DO NOT IGNORE THE BILL – INTEREST WILL START 30 DAYS AFTER DUE DATE ON BILL***

SITUATION	WHAT TO DO / RESOLUTION	Document Check Box
Vehicle SOLD, TOTALED, JUNKED, DONATED, TRADED-IN or no longer owned and <b>PLATES NOT REUSED</b> on replacement vehicle	➔ (2 FORMS REQUIRED) Enclosed Bill of Sale OR Insurance Company letter stating when and why removed from policy OR junk/donation receipt OR trade-in papers from dealer. Each document must include VIN # of vehicle.  AND Copy of receipt from DMV for plates cancellation/returned	<input type="checkbox"/>  <input type="checkbox"/>
Vehicle SOLD, TOTALED, JUNKED, DONATED, TRADED-IN or no longer owned and <u>same</u> <b>PLATES USED</b> on replacement vehicle	➔ <b>PAY THE BILL.</b>  You will automatically receive a credit for overlap time on January bill for the replacement vehicle.	

Moved from New Canaan to another town in CT ( <b>AFTER Oct. 1</b> of the list year)	➔ <b>PAY ENTIRE BILL TO NEW CANAAN.</b>  Change the Tax Town on your registration with DMV and next year's bill will come from your new town of residence.	
Moved from New Canaan to another town in CT ( <b>BEFORE Oct. 1</b> of the list year)	➔ Enclosed copy of deed, lease, field card or utility bill showing dates prior to OCT. 1 of list year. Change the Tax Town on your registration with DMV.  We will transfer your bill to the new town of residence.	<input type="checkbox"/>

Moved out of state and registered vehicle <b>AFTER Oct. 1</b> of the list year	➔ (2 FORMS REQUIRED) Provide a copy of registration from new state of residence AND Copy of receipt from CT DMV for plates returned/cancelled. We will send an adjusted bill.	<input type="checkbox"/> <input type="checkbox"/>
Moved out of state and registered vehicle <b>BEFORE Oct. 1</b> of the list year	➔ (2 FORMS REQUIRED) Provide a copy of registration from new state of residence AND Copy of receipt from CT DMV for plates returned/cancelled. We will cancel bill.	<input type="checkbox"/> <input type="checkbox"/>

Name of Vehicle Owner: \_\_\_\_\_

CT Marker Plate #: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mail, Fax, Email or bring this form with  
required documentation to:

Town Hall  
Assessor's Office  
77 Main Street

New Canaan, CT 06840

Phone: (203)594-3005 Fax: (203)594-3130

Email: [Katie.Lam@NewCanaanCT.gov](mailto:Katie.Lam@NewCanaanCT.gov)