

If a vehicle has been disposed of, sold, junked, or traded, and the plates have been cancelled with the Department of Motor Vehicles, signed proof (with manner of disposal) must be sent to the Assessor's Office or faxed to 860.923-9897. We will pro-rate bills by the month. Recommended proofs of disposal may be found on this list. We are audited by the State and are required to have proof of disposal for adjustments.

List if Proofs for vehicle disposal:

- A. **Plate receipt from the Department of Motor Vehicles (DMV)** indicating that the registration has been canceled, lost or stolen prior to October 1 of the previous year.
- B. If your plate receipt is dated after October 1, then one of the following documents must be provided to establish the actual date of occurrence:
  1. **A Copy of the Bill of Sale and a Plate Receipt** from the DMV indicating that the registration has been canceled.
    - The bill of sale is now on the bottom of vehicle owners registration form and transfer information must be recorded on the back of the registration form before being submitted to the DMV; therefore the seller's obligation is to provide a copy of the signed registration form along with the plate receipt to the Assessor.
  2. **A Copy of the Transfer to Title** - The seller must provide the assessor with a copy of the signed title and the plate receipt.
  3. **Out of State Registration** - a copy of the registration showing the date the vehicle was registered outside the State of Connecticut.
  4. **Stolen Vehicle** - a statement from the insurance company indicating that the vehicle was stolen and not recovered. The owner must provide a plate receipt from DMV indicating that the registration has been canceled.
  5. **Totaled Vehicle** - a statement from the insurance company indicating that the vehicle was totaled. Owner must provide a plate receipt from the DMV indicating that the registration has been canceled.
  6. **Junked Vehicle** - a notarized receipt from the junkyard and a plate receipt from DMV indicating that the registration has been canceled.
  7. **Trade-in Vehicle** - a copy of the purchase agreement identifying the trade-in vehicle and a plate receipt from the DMV indicating that the registration has been canceled.

**NOTE: All information must be dated and have the Vehicle Identification Number (VIN) on all documentation. All Proofs must also include Make and Model**