



CITY of NEW LONDON
TWO FORMS OF PROOF REQUIRED

1. **PLATE RECEIPT** from DMV indicating the registration has been **CANCELLED, LOST or STOLEN**. **The marker plate receipt represents the cancellation of your active registration only, not ownership and WILL NOT adjust the tax bill.**

2. You **MUST** submit one of the following from the list below to get an adjustment for your vehicle. **All documents must have year, make, model, vehicle identification number, date of disposition and the reason.**
 - A. **BILL OF SALE or NEW OWNER REGISTRATION** - This is a completely executed (dated, signed by both parties and must include make, model and VIN#) document. New Registration must show issued date. ***No proration for transfers between family members unless that family member registered the vehicle out-of-state.**
 - B. **TRANSFER OF TITLE** -The seller must provide the assessor with a **completed** copy of the signed title **and the CT plate receipt**. ***No proration for transfers between family members unless that family member registered the vehicle out-of-state.**
 - C. **OUT OF STATE REGISTRATION** - Proof of residency and a copy of the registration showing the date the vehicle was registered outside the State of Connecticut **and the CT plate receipt**.
 - D. **STOLEN VEHICLE** – a statement from the insurance company indicating that the vehicle stolen and **not recovered and the CT plate receipt**. This is **NOT** a copy of the police report.
 - E. **TOTALED VEHICLE** – a statement from the insurance company indicating that the vehicle was totaled AND noting date of loss AND that owner did not retain possession of the vehicle **and the CT plate receipt**.
 - F. **JUNK RECEIPT**- original dated, signed receipt from junkyard identifying vehicle **and the CT plate receipt** and not the weight slip.
 - G. **TRADE IN VEHICLE** – the purchase agreement identifying the trade in of the vehicle or odometer receipt **and the CT plate receipt**.
 - H. **DONATED VEHICLE** – a copy of the letter from the charity the vehicle was donated to identifying the donated vehicle with year/make/model/vin# and date donated **and the CT plate receipt**.
 - I. **LEASE AGREEMENT OR ODOMETER STATEMENT** – which reflects the year/make/model/vin# of the returned leased vehicle and date of return **and the CT plate receipt**.
 - J. **REPOSSESSION LETTER** – a letter from finance company, repossessing company or dealership, showing vehicle was voluntarily turned in or repossessed and **sold** at auction with date sold **and the CT plate receipt**.