

MOTOR VEHICLE DOCUMENTATION

***TO OBTAIN A TAX CREDIT YOU MUST PROVIDE SUFFICIENT DOCUMENTATION
TO PROVE YOUR CLAIM TWO (2) FORMS OF DOCUMENTATION ARE REQUIRED***

Tax Year October 1st – September 30th

Please mail documents to the Assessor's Office at 155 Deer Hill Ave, Danbury, CT 06810
Or Fax 203-796-1651

1. **PLATE RECEIPT**

The returned registration plate receipt from the Department of Motor Vehicles is *mandatory* for any adjustment you may be entitled to. **To cancel License Plates visit www.ct.gov/dmv**

2. ***Any of the following in addition to #1. MUST INCLUDE THE DATE, YEAR, MAKE & VIN NUMBER***

PROOF OF SALE

We will only accept the DMV bill of sale or gift declaration - the form must be completed in its entirety

TRANSFER OF TITLE

Copy of both sides of the title showing transfer/sold information completed with buyer's information, signature & date

REGISTRATION COPY

A copy of the registration in another state showing the date it was registered OR a copy of the new owner's registration

LEASED VEHICLE RETURN

Copy of the odometer statement, condition report or turned in agreement including date of return

JUNKED VEHICLE

A receipt from the junkyard with the date it was junked

TRADE-IN VEHICLE

A copy of the bill of sale from the dealership showing the vehicle that was traded in or an odometer statement

DONATED VEHICLE

A letter from the charity the vehicle was donated to with the date it was donated

REPOSSESSION

A letter from the company who repossessed the vehicle stating that they **SOLD** the vehicle at auction and the date of sale

STOLEN VEHICLE

A statement from your insurance company indicating that the vehicle was stolen and *not recovered*

TOTAL LOSS FROM THE INSURANCE COMPANY

The letter must state it was a total loss and the vehicle was **DISPOSED, JUNKED, sent to COPART, OWNER DID NOT RETAIN**

CARFAX.COM, VINAUDIT.COM, AUTOCHECK.COM, VEHICLEHISTORYRECORD.COM

*City of Danbury is not responsible for any fees associated with these sites or reporting results

INSURANCE LETTER

A letter from your insurance company on letterhead stating **WHY** the vehicle was deleted from the policy. **The letter WILL NOT BE acceptable without stating what happened to the vehicle.** (ie "SOLD" "JUNKED" etc.)

ALL DOCUMENTS MUST BE ON AUTHENTIC LETTERHEAD & LEGIBLE