

**Town of Lebanon**  
Assessor's Office  
579 Exeter Rd, Lebanon, CT 06249  
Phone 860-642-6141  
Fax 860-642-2022  
E-mail: [esousa@lebanonCT.gov](mailto:esousa@lebanonCT.gov)

## *REQUIREMENTS for ADJUSTING or DELETING MOTOR VEHICLE BILLS*

If you wish to have an adjustment on a motor vehicle bill, the Assessor's Office **requires two forms of proof** to show that the motor vehicle has changed ownership:

1. A **PLATE RECEIPT** from the Connecticut Motor Vehicle Department indicating that the registration has been CANCELLED, LOST OR STOLEN. It is important the registration be cancelled to stop future bills from being produced for the following grand list year.
2. AND any one of the following, which must be submitted with the plate receipt. **If both forms are not submitted, no adjustment will be made.**

a) **A COPY OF THE BILL OF SALE** (Any one of the following:)

- The bill of sale form, from the bottom of the Motor Vehicle registration form. This form must be completely filled out before submission to the Assessor.
- A hand written bill of sale may also be used but must include all vehicle information, including the Vehicle Identification Number, the date of sale and the names and signatures of both the Buyer and Seller
- A copy of the new owner's registration showing date first registered will also fill this need.

b) **A COPY OF THE TRANSFER OF TITLE**

If you kept a copy of the Transferred title, this is sufficient provided it is complete.

c) **OUT OF STATE REGISTRATION**

If you have relocated to another state, a copy of the registration showing the date first registered outside of Connecticut.

d) **STOLEN VEHICLE**

A statement from the insurance company stating that the vehicle was stolen and NOT RECOVERED. (Owner must also file a lost/stolen plate form with DMV and submit a copy of that receipt as well.)

e) **TOTALED VEHICLE**

A statement from the insurance company stating that the vehicle was deemed a total loss and the date the insurance company TOOK POSSESSION OF THE VEHICLE. This must include all pertinent vehicle information, including the Vehicle Identification Number. (A Lost/Stolen plate form must be filed if plates were not turned in – the receipt from that transaction must also be submitted.)

f) **JUNKED VEHICLE**

A dated receipt from a junkyard on their letterhead stating all pertinent vehicle information, including the Vehicle Identification Number must be submitted.

g) **TRADE IN VEHICLE** (if plate was not transferred to new vehicle)

A copy of the purchase agreement identifying the trade-in vehicle and the date of the trade-in.

h) **DONATED VEHICLE**

A statement from the charity stating the vehicle was donated and confirmation, with date, that vehicle was picked up.

**For the 10-1-10 Assessment and Supplemental lists the filing deadline is December 31, 2012**

**For the 10-1-11 Assessment and Supplemental lists the filing deadline is December 31, 2013**

**For the 10-1-12 Assessment and Supplemental lists the filing deadline is December 31, 2014**

**For the 10-1-13 Assessment and Supplemental lists the filing deadline is December 31, 2015**

**Phone:** 860-642-6141 **Fax:** 860-642-2022 **Email:** [esousa@lebanonCT.gov](mailto:esousa@lebanonCT.gov)

**Hours:** M,Th, F 8:00 AM – 4:00 PM , T 8:00 AM – 6:00 PM