

ACCEPTABLE MOTOR VEHICLE ADJUSTMENTS AND PROOF

When a motor vehicle is sold, stolen, totally destroyed, or registered out-of-state and NOT REPLACED, a property tax credit is due. In order for the Assessor's Office to apply a credit, however, proof must be supplied to this office.

NOTE: ALL FORMS OF PROOF MUST SPECIFICALLY IDENTIFY THE VEHICLE IN QUESTION BY MAKE, YEAR, IDENTIFICATION NUMBER AND THE DATE OF THE OCCURENCE.

Please check off and submit one of the following as proof of the disposition of the motor vehicle and return to the Assessor's Office:

- License plate receipt from the Department of Motor Vehicles **AND** a letter showing cancellation of insurance.
- Copy of Bill of Sale or Transfer of Title (as recorded through the Department of Motor Vehicles with both the buyers and sellers signature).
- Copy of Odometer Statement with signatures of buyer and seller.
- Copy of Trade-In agreement.
- Copy of report from the Police Department which must state that the vehicle was stolen and never recovered.
- Copy of insurance documentation showing payment for stolen or totally destroyed vehicle.
- Copy of receipt from the junk dealer or charity car was given to (on their letterhead).

VEHICLE REMOVED AND REGISTERED IN ANOTHER STATE:

- A copy of the out-of-state registration, showing the **FIRST** date vehicle was registered.

THE MOTOR VEHICLE WILL REMAIN ON THE GRAND LIST UNTIL SUCH PROOF IS SUPPLIED.

PLEASE RETURN LICENSE PLATES TO THE STATE MOTOR VEHICLE DEPARTMENT TO AVOID CONTINUED BILLING.