



In order to obtain a correction or pro-ration towards any motor vehicle assessment, you must submit **two** forms of proof.

- 1. Receipt from the Department of Motor Vehicles for the return of plates.**
- 2. One of the following in addition to #1 above:**
 - a. A copy of the bill of sale.
 - b. A copy of the transfer of title.
 - c. Out of State registration.
 - d. A statement from the insurance company indicating that the vehicle was stolen and not recovered.
 - e. A statement from the insurance company indicating that the vehicle was a total loss.
 - f. Written verification from the junk dealer.
 - g. A copy of the purchase agreement identifying your vehicle as the trade-in vehicle.
 - h. A copy of the donation paperwork from the organization that the vehicle was donated to.

NOTE: All information must be dated and have the VIN (vehicle identification number) on all documentation.

If you have any questions regarding the required documentation, please contact the Assessor's Office, 860-429-3311. The office is located at the Mansfield Town Hall, 4 South Eagleville Road, Storrs/Mansfield, CT 06268. Office hours are Monday – Wednesday 8:00 a.m. to 5:15 p.m. and Thursday 8:00 a.m. to 6:30 p.m. The Office is closed on Fridays.