

## REPOSSESSED

*Cancellation of registration receipt and one of the following:*

1. A letter from the finance company stating the date your vehicle was taken or returned and not redeemed by you.
2. A copy of the bill of sale or auction papers showing the date of sale.

## DONATED

*Cancellation of registration receipt and the following:*

1. A letter or receipt from the charitable organization.

## CLAIMED EXEMPT

*Military Service:* Out of state resident based in Connecticut must file Soldiers' and Sailors' Civil Relief Act form *annually* with the Assessor. Residents of Connecticut on active duty are eligible for one vehicle to be exempt from property tax. Service members are required to file a form *annually* (AOA) with the Assessor.

*Specially Adapted Vehicle:* Any vehicle that has been specially equipped or modified in a significant way for transporting medically incapacitated individuals, including but not limited to the inclusion of special hand controls, lift ramps, special seating, etc.

Claim forms are available in the Assessor's Office and [www.windsorlocksct.org](http://www.windsorlocksct.org)

## DEADLINE FOR PRESENTING PROOF FOR ADJUSTMENT

It is the taxpayer's responsibility to provide the required documentation within the time limits as provided under Connecticut State Statutes 12-71c.

Grand List / Tax Bill	Deadline to Apply for Credit
October 1 2016 / July 2017	December 31, 2018
October 1 2017 / July 2018	December 31, 2019
October 1 2018 / July 2019	December 31, 2020

*Proof must be presented within 27 months of the assessment date.*

*Failure to provide proof for adjustment within 27 months of the assessment date forfeits the right to an adjustment.*

Example: A taxpayer with a bill for the assessment date of October 1<sup>st</sup> 2016 has until December 31, 2018 to present all proofs of disposal.



# Are you entitled to a Vehicle Tax Credit?

## ASSESSOR'S OFFICE

50 Church St  
Windsor Locks, CT 06096

(860) 627-1448

Hours: M-W 8:00 a.m.-4:00 p.m.  
Thursday 8:00 a.m.-6:00 p.m.  
Friday 8:00-1:00pm

Elizabeth Duffy CCMail Assessor  
[eduffy@wlocks.com](mailto:eduffy@wlocks.com)

John Creed, Deputy Assessor  
[jcreed@wlocks.com](mailto:jcreed@wlocks.com)

Kristy Hunter, Assessor Clerk  
[khunter@wlocks.com](mailto:khunter@wlocks.com)



## Valuation & Appeal Process

Vehicles registered at the Connecticut DMV to the Town of Windsor Locks, as of October 1st, produce a tax the following July. Vehicles registered after October 1<sup>st</sup> produce a tax the following January, based on the number of months the vehicle is registered between October and September.

Registered vehicles are assessed at 70% of NADA clean retail value, Connecticut General Statute 12-71b, as of October 1st.

Unregistered vehicles are taxed as personal property and the owners declare the vehicles by November 1st annually. Failure to declare will add 25% penalty to the tax.

If you do not receive a tax for your vehicle, it is your responsibility to contact the Assessor or Department of Motor Vehicles.

Vehicle registrations are active for two years. If you dispose a vehicle and cancel the registration, a credit may be applied to the tax. For more information, visit the Assessor's Office or go to:

<http://www.windsorlocksct.org/assessors-office/assessors-office>

## Transferred Registration

When the Registration/Plates are transferred to a replacement vehicle, the adjustment follows the Registration. Over payment on the July tax is applied to the replacement vehicle tax in January.

*(If the July tax bill is in two payments, pay both the July and January payment.)*

## Adjustments to Motor Vehicle Bills

Choose from the following which best describes your situation. All documentation should include the incident date, year, make, model, and vehicle identification number. Two forms of proof are necessary for a vehicle tax credit.

### Sold:

*Cancellation of registration receipt and one of the following:*

1. Bill of sale
2. New owner registration or title with issue date.
3. Title showing transfer.
4. Verification from insurance company, stating reason for cancellation (must state vehicle was sold)

### Stolen

*Cancellation of registration receipt and the following:*

1. Verification from insurance company stating date vehicle stolen and was not recovered.

## Totaled/Junked

*Canceled registration receipt and one of the following:*

1. Verification from insurance company with vehicle description and stating date of loss
2. Salvage receipt

## Registered Out Of State

*Cancellation of registration receipt, updated mailing address and the following:*

1. A copy of the original out of state registration or title showing the issue date.

## Taxed In Wrong Town

If you lived in a different Connecticut town on October 1 please provide:

1. Proof of residency prior to October 1<sup>st</sup> (Field card, Voter identification card, lease), or
2. Notice of correction from the Department of Motor Vehicles

*(Make sure to file a change of address with the DMV or you will continue to be taxed in the wrong town.)*

***Note: Cancellation of registration form alone will not adjust or remove a tax bill. A second form of proof is required to support an adjustment.***

*To cancel or produce a copy of a cancelled registration, visit: [www.ct.gov/dmv](http://www.ct.gov/dmv)  
CT Dept of Motor Vehicles  
Copy Records Division  
(860) 263-5153*