



**Assessor's Office
Town of Chester
203 Middlesex Ave, Chester, CT 06412**

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The motor vehicle tax bill covers the assessment period from October 1 to September 30. Your vehicle is on the Grand List because the CT DMV records show that it was registered in Chester during the assessment year.

**IN ORDER TO PRORATE/REMOVE YOUR VEHICLE FROM THE CURRENT GRAND LIST YOU
WILL NEED TO PROVIDE:**

1. **REQUIRED:** A plate receipt from the Department of Motor Vehicles (DMV) indicating that the vehicle's registration has been cancelled or terminated. The CT DMV website is www.ct.gov/dmv.

2. **IN ADDITION TO THE PLATE RECEIPT ONE OF THE FOLLOWING DOCUMENTS IS REQUIRED.** NOTE: All documentation must be signed & dated as well as include the name of owner, address, the motor vehicle's year, make, model and VIN and date of ownership transfer.
 - a.) Bill of Sale- A copy of the **fully executed** Bill of Sale
 - b.) Transfer of Title- A copy of both the front and back of the Title document showing the transfer of title to the new owner.
 - c.) A copy of the new owner's registration identifying the (year, make, model and VIN) and showing the date the vehicle was registered to the new owner.
 - d.) Trade-In Vehicle- A copy of the purchase agreement identifying the trade-in vehicle.
 - e.) Registered Out of State- A copy of the new registration showing the date the vehicle was first registered outside of Connecticut.
 - f.) Totaled – A total loss statement from the insurance company identifying the vehicle (year, make, model and VIN) and stating the vehicle was deemed a total loss and the date the insurance company took possession of the vehicle.
 - g.) Stolen Vehicle – A statement from the insurance company identifying the vehicle (year, make, model and VIN) and stating it was stolen and not recovered.
 - h.) Junked Vehicle – A statement or receipt from the junkyard identifying the vehicle (year, make, model and VIN) and date the vehicle was junked.
 - i.) Donated Vehicle – A statement from the charity identifying the vehicle (year, make, model and VIN) and date donated.
 - j.) Repossession – A statement from the repossession company identifying the vehicle (year, make, model and VIN) and date repossessed.

Once you have gathered two of the required forms of documentation you may fax, email, or mail these documents to the Assessor's office.

Leased vehicles: A leased vehicle will be listed under the Leasing Company on the Grand List, not the leasee. Chester will continue to bill the leasing company as the vehicle is still active and owned by them. If the leasing company chooses to sell the vehicle they would be responsible for submitting all documentation to the Assessor's office, the leasing company would also be the recipient of any credits or adjustments (if applicable). Chester bills the leasing company- who pays the tax bill – then the leasing company turns around and bills the lessee (you). Therefore, any proration for the tax bill would be between you and the leasing company based on the time you leased the vehicle during the tax year identified within your leasing contract.