

**IMPORTANT INSTRUCTIONS REGARDING THE ENCLOSED  
MOTOR VEHICLE EXCISE TAX BILL**

**Do not ignore this bill even though you may have moved, sold, traded, or otherwise disposed of the vehicle which this bill represents.**

If this bill remains unpaid and outstanding more than thirty (30) days after its issue date, it will continue to accrue interest and other charges and fees for which you will be responsible. Your driver's license and/or vehicle registration will also be submitted to the Registry of Motor Vehicles for non renewal action.

If you have questions, please contact the Board of Assessors at the City/Town from where the Excise Bill is rendered.

**Note:** Partial payments can not be accepted.

**An Application for Abatement does not stay collection of the Motor Vehicle Excise Tax.** Timely payment within thirty days of the date of issue of this bill will avoid all interest and other additional charges and fees. In the event an abatement is granted due to sale, trade, theft, total loss, or overvaluation, the amount abated will be refunded to you. (Mass. Gen. Laws Ch 60A.) No abatement shall be granted for less than \$5.00, and no amount shall be refunded below \$5.00. Applications for abatement must be filed no later than December 31 st. of the year following the year of the tax bill.

If any of the situations listed below apply with regard to the enclosed excise tax bill, please complete this form and supply copies of the specified documents where applicable. Return this completed form and all required supporting documentation. All requested information must be supplied for the bill to be abated.

The motor vehicle which the enclosed bill represents has been:

- |                          |                             |   |
|--------------------------|-----------------------------|---|
| <input type="checkbox"/> | SOLD                        | Bill of Sale, <u>and</u> Plate Return Receipt <u>or</u> New Registration Form if plate transferred  |
| <input type="checkbox"/> | TRADED                      | New Registration Form <u>or</u> Plate Return Receipt <u>and</u> Purchase Agreement citing vehicle as Trade-In   |
| <input type="checkbox"/> | STOLEN OR<br>TOTAL LOSS     | Insurance Company Settlement Letter <u>and</u> C-19 Form (Affidavit of Lost or Stolen Plate from Registry of Motor Vehicles) <u>or</u> New Registration if plate transferred  |
| <input type="checkbox"/> | MOVED FROM<br>CITY / TOWN   | Date of Move: ___ / ___ / ___<br>Proof of Residency prior to Jan. 1 of year of bill; e.g., utility bill, voter registration receipt, lease (moving to another city or town during the calendar year does not entitle you to an abatement) <i>You must notify the Registry within 30 days of your move</i> |
| <input type="checkbox"/> | MOVED FROM<br>MASSACHUSETTS | Date of Move: ___ / ___ / ___<br>Registration Form from New State or Country <u>and</u> a Plate Return Receipt  |
| <input type="checkbox"/> | JUNKED VEHICLE              | Receipt from junk yard <u>and</u> Plate Return Receipt <u>or</u> New Registration if plate transferred  |
| <input type="checkbox"/> | MILITARY<br>EXEMPTION       | If you are active duty military and not a Massachusetts Resident. Copy of a Legal Residence Statement showing the state you pay taxes to.   |
| <input type="checkbox"/> | OTHER                       | _____   |

MAIL TO: BOARD OF ASSESSORS, at the City or Town from where the Excise is rendered

NAME: \_\_\_\_\_ (as shown on bill)

BILL NO: \_\_\_\_\_ YEAR OF BILL: \_\_\_\_\_ (as shown on bill)

PLATE AND REGISTRATION NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CORRECT MAILING ADDRESS: \_\_\_\_\_ (if different)

TELEPHONE NO. (home): \_\_\_\_\_ (business): \_\_\_\_\_

SUBSCRIBED THIS: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ UNDER THE PENALTIES OF PERJURY

SIGNATURE OF ASSESSED PERSON \_\_\_\_\_

Submission of the completed form will be considered an application for abatement.