

**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:

- SOLD** Bill of Sale, and Plate Return Receipt or New Registration Form if plate transferred
- TRADED** New Registration Form or Plate Return Receipt and Purchase Agreement citing vehicle as Trade-In
- STOLEN OR TOTAL LOSS** Insurance Company Settlement Letter and C-19 Form (Affidavit of Lost or Stolen Plate from Registry of Motor Vehicles) or New Registration if plate transferred
- MOVED FROM CITY / TOWN** Date of Move: ___ / ___ / ___
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) *You must notify the Registry within 30 days of your move*
- MOVED FROM MASSACHUSETTS** Date of Move: ___ / ___ / ___
Registration Form from New State or Country and a Plate Return Receipt
- JUNKED VEHICLE** Receipt from junk yard and Plate Return Receipt or New Registration if plate transferred
- MILITARY 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.
- 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.