

**INSTRUCTIONS:** To apply for an abatement (or refund if excise has been paid), complete this form and provide all the specified documentation.

Abatement application **MUST** be filed with the Assessors on or before December 31 of the calendar year following the excise year (or 30 days after the bill is issued if that date is later). **By law the Assessors cannot act on late applications.**

Filing an application does not stay the collection of your excise bill. To avoid interest, charges and collection action, including non-renewal of your registration, you must pay the bill in full within 30 days of its issue date. You will receive a refund if an abatement is granted.

NOTE: You are **NOT** entitled to an abatement if you (1) cancel your registration and retain ownership of the vehicle, or (2) move to another Mass. Community during the calendar year. **NO EXCISE MAY BE REDUCED TO LESS THAN \$5.00. NO ABATEMENT OR REFUND OF LESS THAN \$5.00 MAY BE MADE.**

-----DO NOT WRITE BELOW THIS LINE-----

Valuation	Months Assessed
_____	_____
Original Excise	\$ _____
Abatement Allowed	\$ _____
Adjusted Excise	\$ _____
Certificate # _____	Date ____/____/____

**RETURN TO:**  
**ASSESSORS OFFICE/EXCISE DIV.**  
**36 COURT ST. SPRINGFIELD, MA 01103**  
**ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE FOR CERTIFICATE RETURN**

**CITY OF SPRINGFIELD MOTOR VEHICLE EXCISE ABATEMENT FORM**

**FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION WILL RESULT IN THIS OFFICE RETURNING YOUR APPEAL AND NO ABATE- ABATEMENT WILL BE PROCESSED. YOU MUST INCLUDE A SASE FOR US TO INSURE PROPER RETURN TO YOU.**

TAX YEAR \_\_\_\_\_ ISSUE DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ BILL NUMBER \_\_\_\_\_

PLATE REGISTRATION NUMBER: \_\_\_\_\_ MAKE/MODEL \_\_\_\_\_

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

ADDRESS (as shown on bill) \_\_\_\_\_  
 \_\_\_\_\_ City/Town State Zip

CORRECT MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ City/Town State Zip

TELEPHONE: Home (\_\_\_\_) \_\_\_\_-\_\_\_\_ Work (\_\_\_\_) \_\_\_\_-\_\_\_\_

**THE MOTOR VEHICLE WHICH THE ENCLOSED BILL REPRESENTS HAS BEEN:**

Check Applicable: **PROVIDE A COPY OF THE FOLLOWING DOCUMENTATION FOR THE BILL TO BE ABATED**

SOLD/TRADED Bill of Sale **AND** Plate Return Receipt from RMV **OR** Bill of Sale **AND** New New Registration Form if transferred to another vehicle.

STOLEN OR TOTAL LOSS Form C-19 (Affidavit of Lost or Stolen Plate) from RMV **AND** insurance company settlement letter **OR** police report.

VEHICLE REPOSSESSED Notice from Lien Holder **AND** plate return receipt, C-19 Form **OR** New Registration Form.

MOVED FROM SPFLD BEFORE JANUARY 1 Date of Move: \_\_\_\_\_ / \_\_\_\_\_ Proof of garaging before January 1 of the Billing Year **AND** a copy of your Insurance Policy (Coverage Section Page) BEFORE JANUARY 1 of the Tax Year.  
*NOTE: You must notify the RMV within 30 days of moving before January 1 to be billed to your new city.*

MOVED FROM MASSACHUSETTS Before January 1, of the Tax Year (Registration Form from the New State or Country of Registration **AND** Plate Return Receipt.

EXEMPT Proof of statutory entitlement must be provided.

OTHER Plate return from RMV or new registration **AND** a letter from donation organization or junk yard.

SUBSCRIBED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2\_\_\_\_ UNDER THE PENALTIES OF PERJURY.

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