

Steps to apply online for an Excise Tax Abatement:

- a. Create a User Id and Password.
- b. Follow the prompts and enter the information from your excise tax bill.
- c. When asked what you did with the car, upload your Bill of Sale or whatever other document that shows how you got rid of the car.
- d. When asked what you did with the registration, upload your Registration Cancellation receipt or other document showing you transferred the registration.
- e. Click Submit.
- f. The city will mail you a partial refund check in about 3 months.