

Business Taxes Status Letter Request

(Letter of Good Standing)

Status letters can also be requested online and issued immediately upon verification by using the **Taxpayer Service Center (TSC)** at portal.ct.gov/TSC.

Part I: Taxpayer Information

Business name		Telephone number ()
CT Tax Registration Number	Federal Employer ID	
Mailing address		
City	State	ZIP code
Business location (if different from mailing address)		
City	State	ZIP code

Part II: Status Letter Information

Reason for Request: _____

Part III: Power of Attorney - A properly completed LGL-001, *Power of Attorney*, must be submitted with the request.

Check here if you wish to have the status letter mailed to a Power of Attorney:

Name _____

Address _____

City _____ State _____ ZIP code _____

Check here if you wish to have the status letter faxed to a Power of Attorney:

Name _____ Fax number
()

Part IV: Declaration

I declare under penalty of law that I have examined this document (including any accompanying schedules and statements) and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false return or document to Department of Revenue Services (DRS) is a fine of not more than \$5,000, or imprisonment for not more than five years, or both. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Sign Here Keep a copy for your records.	Signature	Print name	Date
	Title		Telephone (daytime) ()

Instructions

Use the *Status Letter Request for Business Taxes* to request a status letter stating whether or not a business has overdue tax returns or owes outstanding tax liabilities to the Connecticut Department of Revenue Services (DRS).

Who May Request a Status Letter

An authorized representative of the business may request a status letter. An authorized representative may be an owner if the business is a sole proprietorship or LLC, a partner if the business is an LLP or partnership, or a corporate officer or director if the business is a corporation. A third party, such as a practitioner, may be authorized to receive a status letter if a properly completed **Form LGL-001**, *Power of Attorney*, is submitted with the request.

Status letters can also be requested online and issued immediately upon verification by using the **Taxpayer Service Center (TSC)** at portal.ct.gov/TSC. A paper request may take up to seven business days to process.

Where to Submit

Request for Trusts and Estates

Mail to: **Department of Revenue Services
Corporation and Pass-Through Audit Unit
Request for a Status Letter
450 Columbus Blvd Ste 1
Hartford CT 06103-1837**

Fax to: **860-541-4599**

Request for Businesses

Mail to: **Department of Revenue Services
Compliance Support Unit
Request for a Status Letter
450 Columbus Blvd Ste 1
Hartford CT 06103-1837**

Fax to: **860-541-7557**

Related Forms and Publications

For more information, see **Informational Publication 2018(17)**, *Status Letters*.

Forms and Publications

Forms and publications are available anytime by:

- **Internet:** Visit the DRS Web site at portal.ct.gov/DRS to download and print Connecticut tax forms and publications at any time; **or**
- **Telephone:** Call **860-297-4753** (from anywhere), or **1-800-382-9463** (in-state) and select **Option 2**.

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

For Further Information

For Trusts and Estates, if you need additional information or assistance, call the Corporation and Pass-Through Audit Unit at **860-541-7640**.

For Businesses, if you need additional information or assistance, call the Compliance Support Unit at **860-541-3254**.

DRS business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.