Business Taxes Status Letter Request

(Letter of Good Standing)

Part I: Taxpayer Information

| Business Name | | | | Telephone Number |
|---|-------|---------------------|----------|------------------|
| CT Tax Registration Number | | Federal Employer ID | | 1 |
| Mailing Address | I | | | |
| City | State | | ZIP Code | |
| Business Location (if different from mailing address) | | | | |
| City | State | | ZIP Code | |
| Part II: Status Letter Information | | | | |
| Reason for Request: | | | | |
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Part III: 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.

| Here | Signature | Print Name | Date |
|--|-----------|------------|---------------------|
| Keep a copy for your records. | 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 **www.ct.gov/DRS**. 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: 860-297-5775

Related Forms and Publications

For more information, see **Informational Publication 2016(17)**, *Status Letters*.

Forms and Publications

Forms and publications are available anytime by:

- Internet: Visit the DRS Web site at www.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 **860-541-3225**.

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