

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.