

Form CT-3911

Taxpayer Statement Regarding State of Connecticut Tax Refund

Use **Form CT-3911** to report a missing or stolen Connecticut tax refund that was a direct deposit or issued as a check.

Do not use this form to report a missing debit card. Contact **Chase Customer Service** at **866-586-1705** to report lost, stolen, not received, or damaged debit cards and to request a new card(s).

General Instructions

Complete this form in blue or black ink only.

Attach copies of any correspondence received from DRS concerning this refund to Form CT-3911.

The Department of Revenue Services (DRS) will provide information in writing concerning your refund. If DRS determines that your refund check was cashed, a copy of the cashed check will be mailed to you. If DRS determines that your refund check was not cashed, a stop payment will be placed on the original check and a replacement check will be mailed to you.

If you do not receive any information from DRS within six weeks after filing Form CT-3911, contact DRS at **800-382-9463** (Connecticut calls outside the Greater Hartford calling area only) or **860-297-5962** (from anywhere).

Where to File

Mail to: Department of Revenue Services
Revenue Accounting Unit
PO Box 5035
Hartford CT 06102-5035

Fax to: **860-297-5703**

Part I Refund Information

Prior to completing Part I, verify with your bank that the refund has not been deposited.

1. **Type of return filed:** Individual Business Other _____

Form: _____ Tax period: _____ Date filed: _____

2. **Type of refund requested:** Direct Deposit Check

If Direct Deposit, enter your bank information:

Bank name: _____ Account #: _____

If Check, identify if the refund check was: Never received; or Lost, stolen or destroyed.

Part II Taxpayer Information

Print your name, Taxpayer Identification Number (TIN), and mailing address. For individuals, the TIN is your Social Security Number (SSN); for businesses, the TIN is your Connecticut Tax Registration Number or Federal Employer Identification Number (FEIN). Check the box to indicate which TIN you are listing. If you filed a joint return, you must complete Lines 1, 2, and 3.

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| 1. Your name (or business name) | Enter your TIN and check the appropriate box. <input type="checkbox"/> SSN <input type="checkbox"/> CT Reg. No. <input type="checkbox"/> FEIN |
| 2. Spouse's name (if joint return) | Spouse's SSN ____ : ____ : ____ |
| 3. Address (number and street) Apt. no. PO Box City State ZIP Code | Home/cell telephone number () |

Part III Signature

Sign below **exactly** as you signed the original return. For a joint return, **both** you and your spouse must sign. For business returns, the signature must be of the person authorized to sign the check.

Declaration: I declare under penalty of law that I have examined this document 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 DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

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|--------------------------|--------------------------------------|----------------------------|------|
| Please sign here. | Your signature | Title (if business return) | Date |
| | Spouse's signature (if joint return) | | Date |