

# Form CT-8822

## Change of Address

(Rev. 2/05)

Please type or print.      See instructions on reverse.      Do not attach this form to your return.

### Part I Complete This Part to Change Individual Income Tax and Gift Tax Address Information

Check **ALL** boxes this change affects:

1.  Connecticut individual income tax returns (**Forms CT-1040, CT-1040EZ, and CT-1040NR/PY**)  
 If your last return was a joint return and you are now establishing a residence separate from the spouse with whom you filed that return, check here .....
2.  Connecticut gift tax return (**Form CT-709**)

3a. Your First Name, Middle Initial, and Last Name	3b. Your Social Security Number
4a. Spouse's First Name, Middle Initial, and Last Name	4b. Spouse's Social Security Number
5. Prior Name(s). (See instructions)	

6a. Your Old Address (No., Street, City or Town, State, and ZIP Code). If a PO Box or foreign address, see instructions.	Apt. No.
6b. Spouse's Old Address, if different from Line 6a (No., Street, City or Town, State, and ZIP Code). If a PO Box or foreign address, see instructions.	Apt. No.
7. <b>New</b> Address (No., Street, City or Town, State, and ZIP Code). If a PO Box or foreign address, see instructions.	Apt. No.

8. Effective Date of Address Change:	9. Reason for Address Change:
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### Part II Complete This Part to Change Business Mailing Address or Business Location

Check **ALL** boxes this change affects:

10.  Other income tax returns (**Form CT-1041, Form CT-1065/CT-1120SI, etc.**)
11.  Business returns (**Form OP-424, Form OS-114, etc.**)
12.  Business location

13a. Business Name	13b. CT Tax Registration Number	13c. Federal Employer ID Number
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14. Old Mailing Address (No., Street, City or Town, State, and ZIP Code). If a PO Box or foreign address, see instructions.	Room or Suite No.
15. Old Business Location (No., Street, City or Town, State, and ZIP Code). If a foreign address, see instructions.	Room or Suite No.

16. <b>New</b> Mailing Address (No., Street, City or Town, State, and ZIP Code). If a PO Box or foreign address, see instructions.	Room or Suite No.
17. <b>New</b> Business Location (No., Street, City or Town, State, and ZIP Code). If a foreign address, see instructions.	Room or Suite No.

18. Effective Date of Address Change:	19. Reason for Address Change:
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### Part III Signature

<b>Please Sign Here</b>	Your Signature	Date	Spouse's Signature (if joint return)	Date
	(If Part II completed) Signature of Owner, Officer, or Representative	Date	Title	
	Daytime Telephone Number (Optional) (      )			

# FORM CT-8822

## Instructions

### Purpose

Use **Form CT-8822** to notify the Connecticut Department of Revenue Services (DRS) that you changed your home or business mailing address, or the physical location of your business.

If this change affects the mailing address of your children who filed Connecticut income tax returns, complete and file a separate **Form CT-8822** for each child.

If you received a Connecticut tax return with an incorrect address on the preprinted mailing label, and a return has not yet been filed, note the new address on the return. There is no need to file this form. If a return is not due at this time or a return with the corrected address information was not filed, use this form to notify DRS of the new address.

**Note:** If the change of address occurred after the return was filed and a refund is expected, also notify the post office serving the old address. This will help forward the refund to the proper address.

### Prior Name(s)

If you or your spouse changed your name due to marriage, divorce, etc., complete Line 5.

### PO Box

If the post office does not deliver mail to your street address, show the PO box number instead of the street address.

### Apartment Number or Suite

Be sure to include any apartment, room, or suite number in the space provided.

### Foreign Address

If the address is outside the United States or its possessions or territories, enter the information in the following order: Number, Street, City, Province or State, Postal Code, and Country. **Do not** abbreviate the country name.

### Signature

If you are completing Part I, you must sign this form and in the case of a joint return, both you and your spouse must sign this form. In the case of gift tax, the donor must sign this form.

Part III requires the owner, an officer, or a representative of the business entity to sign this form. An officer is the president, vice president, treasurer, chief accounting officer, etc. A representative is a person who has a valid Power of Attorney to handle tax matters. If you are a representative signing for the taxpayer, attach a copy of your Power of Attorney to **Form CT-8822**. In the case of trusts and estates, the fiduciary or an officer representing the fiduciary must sign this form.

### Where to File

Mail to: Department of Revenue Services  
State of Connecticut  
Registration Unit  
PO Box 2937  
Hartford CT 06104-2937

### Connecticut *Fast-File* Program

Businesses can use the Department of Revenue Services (DRS) free, convenient, and secure **Fast-File** Program to file the following returns electronically:

- **Sales and Use Tax;**
- **Business Use Tax;**
- **Room Occupancy Tax;**
- **Withholding Tax** (Payroll and Nonpayroll);
- **Business Entity Tax;** and
- **Estimated Corporation Business Tax.**



**Fast-File** completes the calculations for you, increasing the accuracy of your filings. It also provides immediate confirmation that the Connecticut DRS has received your return. To learn more about **Fast-File**, visit the DRS Web site at [www.ct.gov/DRS](http://www.ct.gov/DRS) and click on **File/Register OnLine**.