

Department of Revenue Services  
State of Connecticut  
450 Columbus Blvd Ste 1  
Hartford CT 06103-1837  
TPG-169 (Rev. 03/20)

# Individual Income Tax 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](http://portal.ct.gov/TSC).

## Part I: Taxpayer Information

Name	(Last, first, MI)	Social Security Number
Spouse's name (if joint request)	(Last, first, MI)	Spouse's Social Security Number
Mailing address		Telephone number (daytime)
City	State	ZIP code
		Email address

## Part II: Status Letter Information

Year(s) for Request of Status Letter:

Reason for Request:

## Part III: Optional - Third Party Recipient

The Department of Revenue Services (DRS) will mail the original of any letter to the person making the request and, if requested, will send a copy to a designated third party.

Check here if you wish to have the status letter mailed to a third party:

Name		
Address		
City	State	ZIP code

Check here if you wish to have the status letter faxed to a third party:

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 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 and keep a copy for your records.	Signature	Print name	Date
	Spouse's signature (if joint request)	Print name	Date

## Instructions

Use the *Individual Income Tax Status Letter Request* to request a status letter stating whether or not you have any overdue tax returns are due or outstanding tax liabilities with the Connecticut Department of Revenue Services (DRS).

### Who May Request a Status Letter

The taxpayer or the taxpayer's representative may request a status letter. In the case of the taxpayer's representative, the representative may be authorized to request a status letter only 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](http://portal.ct.gov/TSC). A paper request may take up to seven business days to process.

### Where to Submit

Mail to:

Department of Revenue Services  
Status Letter Request  
450 Columbus Blvd Ste 1  
Hartford CT 06103-1837

Or you may fax your request to:  
860-297-4797

### Related Forms and Publications

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

### For Further Information

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

- **800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); **or**
- **860-297-5962** (from anywhere).

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.

### Forms and Publications

Visit the DRS website at [portal.ct.gov/DRS](http://portal.ct.gov/DRS) to download and print Connecticut tax forms and publications.