

## Request for Real Estate or Uniform Commercial Code (UCC) Lien Payoff Amount

Complete this form in blue or black ink only.

### Part 1 - Who Is Entitled to Make This Request

- Any individual requesting their own lien payoff amount;
- The sole proprietor if the taxpayer is a sole proprietorship;
- A general partner if the taxpayer is a partnership or a limited partnership;
- A principal officer if the taxpayer is a corporation;
- The administrator or executor if the taxpayer is an estate;
- The trustee if the taxpayer is a trust;
- The successor, receiver, guarantor, or assignee of the taxpayer;
- A member if the taxpayer is a limited liability company that is not managed by managers; or a manager if the taxpayer is a limited liability company that is managed by managers; **and**
- The authorized representative of any of the above.

### Part 2 - Whose Lien Payoff Amount Is Being Requested

Taxpayer name				Social Security Number	
Business name (dba)				CT Tax Registration Number	
Street address	City	State	ZIP code	Federal Employer ID Number	

Taxpayer is: Check a box

- Corporation    
  Partnership    
  Sole proprietorship    
  Trust: Other than a business trust    
  Estate  
 Individual    
  Limited liability company (LLC)    
  Business trust    
  Other: Specify.

### Part 3 - Payoff Request Information

Reason for request: \_\_\_\_\_  
 \_\_\_\_\_

### Part 4 - Your Status

Check a box

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Sole proprietor<br>Check box in Part 2.<br><br><input type="checkbox"/> Receiver<br>Attach certificate of appointment.<br><br><input type="checkbox"/> Successor<br>Attach agreement.<br><br><input type="checkbox"/> Authorized representative<br>Attach <b>LGL-001</b> , <i>Power of Attorney</i> .<br><br><input type="checkbox"/> Member of a LLC that is not managed by managers<br>Check box for LLC in Part 2. | <input type="checkbox"/> Partner: Check box for partnership in Part 2; attach partnership agreement.<br><br><input type="checkbox"/> Trustee: Check appropriate box for trusts in Part 2; attach trust agreement.<br><br><input type="checkbox"/> Assignee<br>Attach assignment.<br><br><input type="checkbox"/> Executor or administrator<br>Check box for estate in Part 2; attach Certificate of Appointment. | <input type="checkbox"/> Guarantor: Attach guaranty.<br><br><input type="checkbox"/> Other: Specify.<br><br><input type="checkbox"/> Individual: Requesting own lien payoff amount<br><br><input type="checkbox"/> Principal officer: Check box for corporation in Part 2; attach last annual report filed with the Secretary of the State.<br><br><input type="checkbox"/> Manager of a LLC that is managed by managers<br>Check box for LLC in Part 2. |
|--|--|--|

### Part 5 - Your Name and Mailing Address

Name of person making request	Telephone number (    )	Email address, if available
Street address	City	State                      ZIP code

### Part 6 - 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 the 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.

<b>Sign Here.</b> Keep a copy for your records.	Signature	Print name	Date
	Title	Telephone number (    )	

# Request for Real Estate or Uniform Commercial Code (UCC) Lien Payoff Amount

Complete this form in blue or black ink only.

Use this form to request a real estate or UCC lien payoff amount from the Connecticut Department of Revenue Services (DRS).

## Part 1 - Who Is Entitled to Make This Request

- Any individual requesting their own lien payoff amount;
- The sole proprietor if the taxpayer is a sole proprietorship;
- A general partner if the taxpayer is a partnership or a limited partnership;
- If the taxpayer is a corporation, a principal officer or corporate officer who has legal authority to bind the corporation; any person who is designated by the board of directors or other governing body of the corporation; any officer or employee of the corporation upon written request signed by a principal officer of the corporation and attested by the secretary or other officer of the corporation; or any other person who is authorized to receive or inspect the corporation's return or return information under I.R.C. §6103(e)(1)(D);
- The administrator or executor if the taxpayer is an estate;
- The trustee if the taxpayer is a trust;
- The successor, receiver, guarantor, or any assignee of the taxpayer; **or**
- A limited liability company (LLC) member if the taxpayer is an LLC and has no manager, or a manager if the taxpayer is an LLC and has managers;
- The authorized representative of any of the above. Attach DRS **Form LGL-001**, *Power of Attorney*.

## Part 2 - Whose Lien Payoff Amount Is Being Requested

Provide the taxpayer's name, business name (dba), address, Social Security Number, Connecticut Tax Registration Number, and Federal Employer Identification Number, if applicable.

Check the box that indicates the type of taxpayer for which a lien payoff amount is being requested.

## Part 3 - Payoff Request Information

Explain why you are requesting a lien payoff amount for this taxpayer.

## Part 4 - Your Status

Check the box that indicates your relationship to the taxpayer for whom you are requesting a lien payoff amount. You must also attach the requested documentation to support the status that entitles you to make this request.

## Part 5 - Your Name and Mailing Address

Provide the requested information so a DRS representative can contact you if additional information is needed.

## Part 6 - Declaration

You must sign the declaration. Only the taxpayer or an authorized representative listed in Part 1 can sign this declaration. For example, the taxpayer is other than a natural person (an estate), DRS requires the signature of the individual who is the authorized representative of the taxpayer.

Mail the payoff request and supporting documentation to:

**Department of Revenue Services  
State of Connecticut  
Collection and Enforcement Division - Lien Unit  
Lien Payoff Request  
25 Sigourney Street Ste 2  
Hartford CT 06106**

## For Further Information

If you need additional information or assistance, call the Collection and Enforcement Lien Unit at **860-297-5913** or **860-297-5896**, Monday through Friday, 8:30 a.m. to 4:30 p.m.

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911.

## Forms and Publications

Forms and publications are available anytime by:

- **Internet:** Visit the DRS website at **www.ct.gov/DRS** to download and print Connecticut tax forms; **or**
- **Telephone:** Call **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only) and select **Option 2**, or call **860-297-4753** (from anywhere).