



## 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.

### Where to Submit

Mail to:

**Department of Revenue Services  
Compliance Support Unit  
Status Letter Request  
25 Sigourney Street  
Hartford CT 06106**

### Related Forms and Publications

For more information, see **Informational Publication 2004(9)**, *Status Letters*.

### For Further Information

If you need additional information or assistance, call the Compliance Support Unit at **860-297-5940**, Monday through Friday, 8:30 a.m. to 4:30 p.m.

### Forms and Publications

Forms and publications are available anytime by:

- **Internet:** Visit the DRS Web site at **[www.ct.gov/DRS](http://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** from a touch-tone phone.

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