

# Short Term Payment Plan Request

## Part I: Taxpayer Information

### 1. Business (if applicable)

Business Name			CT Tax Registration Number		
Mailing Address			Telephone Number (daytime) ( )		
City	State	ZIP Code			

### 2. Individual

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			

### 3. Employment

Employer Name			Spouse's Employer Name		
Employer Address			Spouse's Employer Address		
City	State	ZIP Code	City	State	ZIP Code

## Part II: Tax and Payment Information

1. Tax Type:	2. Tax Period:	3. Total Amount Due:
4. Desired Frequency: <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Weekly		5. Desired Amount for Each Payment:

## Part III: Monthly Income

1. Your Income	1.	4. Investment Income	4.
2. Spouse's Income	2.	5. Alimony Income	5.
3. Rental Income	3.	6. Other	6.
<b>7. Total Monthly Income</b>			<b>7.</b>

## Part IV: Monthly Expenses

1. Rent	1.	5. Groceries	5.
2. Mortgage	2.	6. Credit Card	6.
3. Utilities	3.	7. Other	7.
4. Insurance	4.		
<b>8. Total Monthly Expenses</b>			<b>8.</b>

## Part V: Assets

1. Bank Accounts	Name	Balance	
1A.			
1B.			
2. Real Estate	Location	Value	Mortgage Amount
1A.			
1B.			

## Part VI: 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 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 (daytime) ( )

## Instructions

Use the *Short Term Payment Plan Request* to request a payment plan for outstanding tax liabilities owed to the Department of Revenue Services (DRS).

### Who May Request a Short Term Payment Plan Request

Taxpayers or their authorized representative may request a short term payment plan. 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 make the request if a properly completed **Form LGL-001**, *Power of Attorney*, is submitted with the request.

Taxpayers requesting a payment plan must meet the following conditions. The taxpayer:

1. Is not already in a collection, warrant, bankruptcy, suspense, collection agency, or Special Investigation Section (SIS) case;
2. Has filed all returns;
3. Owes less than \$3,000; **and**
4. Will pay the entire amount of tax, penalty, and interest **within** one year of the date of payment plan request.

For more information on any of the above conditions that are **not** met, use the following contact information:

- A case was assigned to a collection agency, the taxpayer should contact that agency directly.
- If already working with a revenue agent, call that agent at 860-297-4936
- If a tax warrant exists, call the Collections and Enforcement (C&E) Field Unit at:  
Wage warrants, 860-297-3494;  
Bank warrants, 860-297-5845; **or**  
Other warrants, 860-297-5883.
- If bankruptcy has been filed, call the C&E Bankruptcy unit at 860-297-5921.
- If you owe more than \$3,000, make payment arrangements by contacting C&E at 860-297-4936.

### Effective Period of Payment Plans

Once a payment plan is approved, the plan will stay in effect if:

- Accurate, correct, and complete financial information has been provided;
- Each installment is paid timely;

- All future tax obligations are paid timely; **and**
- All financial information is updated upon request by DRS.

### Altering Payment Plans

DRS approves payment plan requests based upon current DRS policies. The payment terms may be altered if a review of your current financial records discloses a change in your financial condition or if new DRS policies are established. Taxpayers are given a 30-day notice before any change is made to your payment plan.

If a taxpayer defaults (either by missing payments, submitting less than the amount due, submitting late payments, issuing a bad check, or failing to file and pay future returns in a timely manner), the agreement may be terminated and collection actions taken without further notification from DRS.

### Real Estate Liens

DRS may place real estate liens on any property owned during the time period of a payment plan.

### Where to Submit

Mail the completed *Short Term Payment Plan Request* to:  
**Department of Revenue Services  
Collection and Enforcement Division  
25 Sigourney Street  
Hartford CT 06106**

### Related Forms and Publications

For more information, see **Policy Statement 2001(3)**, *Your Rights as a Connecticut Taxpayer*.

### For Further Information

Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (in-state); **or**
- **860-297-5962** (from anywhere).

**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 Web site at **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.