

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

Sign Here. 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 St 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

Visit the DRS website at **www.ct.gov/DRS** to download and print Connecticut tax forms and publications.