



Status Letters for Business Taxes

1. What is a status letter?

The Department of Revenue Services (DRS) issues a status letter (also known as a Letter of Good Standing) to a business that requests one provided certain conditions or criteria are satisfied.

If DRS determines it is appropriate to issue a status letter, the letter will contain the following information about a business as of the date it is issued:

- The tax type(s) the business is registered with DRS;
- The frequency the business is required to file tax returns, such as monthly, quarterly, or annual filings, for all Connecticut taxes the business is registered with DRS;
- The last return received and processed by DRS for each tax type the business is registered;
- Delinquent tax returns, if any;
- Any extensions granted for filing tax returns; **and**
- Outstanding accounts receivable balances or tax liabilities the business owes DRS, if any.

A status letter does not declare the information included on the tax returns is accurate. DRS may determine these returns are not correct, and to the extent allowed by law, may make an assessment against the business and its successors or assigns.

The status letter is not a Tax Clearance Certificate for sales and use taxes under Conn. Gen. Stat. §12-424 Admissions and Dues tax under Conn. Gen. Stat. §12-546 or for Income Tax Withholding under Gen. Stat. §12-707. (See **Informational Publication 2011(16)**, *Successor Liability for Sales and Use Taxes, Admissions and Dues Tax, and Connecticut Income Tax Withholding*.)

The DRS Compliance Support Unit issues status letters for all taxes administered by DRS **except** the Connecticut personal income tax. To request a Business Tax Status Letter, complete **TPG-170**, *Business Taxes Status Letter Request*.

You may also contact the DRS Compliance Support Unit at 860-297-5940.

For information about obtaining a status letter for the Connecticut personal income tax, see **IP 2009(10.1)**, *Status Letters for Income Tax*, or complete **TPG-169**, *Income Tax Status Letter Request*.

DRS does not issue status letters for unemployment taxes. Contact the State of Connecticut, Department of Labor,

Employer Status Unit, at 860-263-6550 for inquiries about a status letter for unemployment taxes.

Status letters do not contain information about corporate dissolutions, corporate reinstatements, or corporate withdrawals. Contact the DRS Corporation Office Audit Unit at 860-541-4522 for inquiries about corporate dissolutions, corporate reinstatements, or corporate withdrawals.

2. Why would a business request a status letter?

A business may request a status letter to determine if it has any overdue tax returns that need to be filed or if it has any outstanding tax liabilities with DRS. Typically, a lending institution may require a status letter from DRS before approving a loan for the business.

3. Who may request a status letter?

The request must originate from an authorized representative of the business. 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.

4. What information must a business provide with a request for a status letter?

Requests for business tax status letters must be made in writing. You may complete TPG-170, available on the DRS Website at www.ct.gov/DRS, or provide a letter on the business's letterhead which includes:

- The name of the business as registered with DRS;
- The mailing address of the business as registered with DRS;
- The physical location of the business as registered with DRS;
- The Connecticut Tax Registration Number of the business;
- A written statement that clearly explains the reason for the status letter request;

- The mailing address for the status letter if it is different from the address of the business;
- The original signature and the title of the authorized representative making the request; **and**
- A properly executed Form LGL-001 signed by an authorized representative of the business if the status letter is requested by anyone other than an authorized representative of the business.

5. How should a status letter request be delivered to DRS?

A business or its authorized representative should fax the status letter request and a properly completed LGL-001, if applicable, to 860-297-5916, or mail the required documents to:

Department of Revenue Services
Compliance Support Unit, Status Letter
25 Sigourney Street STE 2
Hartford CT 06106

An email request may only be made through the DRS Internet Secure Email. Telephone requests are not accepted.

6. How long does it take for DRS to issue a status letter?

DRS makes every effort to issue a status letter within two weeks of receipt. Requests are processed in the order in which DRS receives all required documentation for each request.

If the status letter request does not contain all required information, DRS sends a letter (or places a call) to the business requesting the additional information needed before a status letter can be issued. A business is given 30 days to furnish DRS with the additional information. If DRS does not receive the additional information from the business within the 30 days, the business's request for a status letter is considered withdrawn.

7. Can a business request an updated status letter after it has corrected problems noted in the first status letter?

Yes. A business may request an updated status letter that contains updated information after any outstanding liabilities are paid and any delinquent tax returns are filed. However, the updated request is considered a new request, and it must be filed using the procedures outlined in this document.

Effective Date: Upon issuance.

Statutory Authority: Conn. Gen. Stat. §12-2.

Effect on Other Documents: Informational Publication 2014(18), *Status Letters for Business Taxes*, modifies and supersedes Informational Publication 2004(9), *Status Letters*.

Effect of This Document: An Informational Publication issued by the DRS addresses frequently-asked questions about a current position, policy, or practice, usually in a less technical question and answer format.

For Further Information: Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (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.

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

Paperless Filing/Payment Methods (fast, easy, free, and confidential): Business and individual taxpayers can use the Taxpayer Service Center (TSC) at www.ct.gov/TSC to file a variety of tax returns, update account information, and make payments online.

File Electronically: You can choose first-time filer information and filing assistance or log directly into the *TSC* to file returns and pay taxes.

Pay Electronically: You can pay taxes for tax returns that cannot be filed through the TSC. Log in and select the *Make Payment Only* option. Designate a payment date up to the due date of the tax and mail a paper return to complete the filing process.

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