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STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
TWENTY-FIVE SIGOURNEY STREET, SUITE 2 HARTFORD, CONNECTICUT 06106-5032

CT EITC Information Request Notice

First Last
Street Address
RIDGEFIELD CT 06877-5701

CT Tax Registration No.: XXXXXX-XXX
SSN: XXX-XX-XXXX
Corr ID: XXXXXXXXXXXX
Date: 05/03/2014
Tax Type: Individual Income
Period Ending: 12/31/2013

Dear Taxpayer(s):

The Department of Revenue Services needs additional information in order to verify the Connecticut Earned Income Tax Credit (CT EITC) claimed on your return for the period above.

Please send this notice and the information requested below within 60 days of the date of this notice to the **Department of Revenue Services, State of Connecticut, P.O. Box 2980, Hartford, CT 06104-2980.** If you do not send this information, you will not receive your credit.

1. Federal Earned Income Credit:

* Provide a copy of your federal income tax return and any schedules and attachments.

2. Information for each child you reported on Schedule CT-EITC:

* Provide a copy of the child's birth certificate. If your name (or spouse's name) does not appear on the birth certificate, provide a description of your relationship to the child. If you are claiming a foster child, include a copy of the decree or other court order naming you as the foster parent.
* Provide proof of where the child lived. Provide documentation from the child's doctor or school that includes the child's name, date of birth, address, and the name of the child's custodial parent for the tax year above.
* If you claimed the CT EITC for a child who is 19 years old or older, provide one of the following:
  * If the child was a full-time student, provide documentation from his or her school indicating that the child was a full-time student for the tax year above, or
  * If the child is permanently disabled, provide a letter from the child's doctor stating the child's permanent and total disability.

3. Information about your income and any taxes that were withheld from your wages:

* Provided a copy of your W-2 of last paycheck stub from each employer that you worked for during the year referenced above. If you filed a joint return, provide a copy of the last paycheck stub from each employer that your spouse worked for during the tax year referenced above.
* If you have self-employment income, complete Form CT-EITC SEQ, *Earned Income Tax Credit Self-Employed Questionnaire.* This form is available at **www.ct.gov/DRS/CTEITCQuestionnaire.**

4. Address information:

* If you changed your address during the tax year referenced above, provide that address of each place you lived during the year.

Due to the large number of taxpayers expected to claim this credit, the CT EITC review process may take **90 days or longer.** Any refund not related to this credit will be processed separately and will not be delayed while your claim is reviewed. You will receive a notification if your claim is denied or adjusted.

If you have any questions or need additional assistance, please call 860-541-4200.