Form CT-3911
Taxpayer Statement Regarding State of Connecticut Tax Refund

Use Form CT-3911 to report a missing or stolen Connecticut tax refund that was a direct deposit or issued as a check.

Do not use this form to report a missing debit card. Contact Chase Customer Service at 866-586-1705 to report lost, stolen, not received, or damaged debit cards and to request a new card(s).

General Instructions
Complete this form in blue or black ink only.

Attach copies of any correspondence received from DRS concerning this refund to Form CT-3911.

The Department of Revenue Services (DRS) will provide information in writing concerning your refund. If DRS determines that your refund check was cashed, a copy of the cashed check will be mailed to you. If DRS determines that your refund check was not cashed, a stop payment will be placed on the original check and a replacement check will be mailed to you.

If you do not receive any information from DRS within six weeks after filing Form CT-3911, contact DRS at 800-382-9463 (Connecticut calls outside the Greater Hartford calling area only) or 860-297-5962 (from anywhere).

Where to File
Mail to: Department of Revenue Services
Revenue Accounting Unit
PO Box 5035
Hartford CT 06102-5035
Fax to: 860-297-5703

Part I Refund Information

Prior to completing Part I, verify with your bank that the refund has not been deposited.

1. Type of return filed: 
   - ☐ Individual
   - ☐ Business
   - ☐ Other

   Form: ____________________  Tax period: _________________  Date filed: _____________________________

2. Type of refund requested: 
   - ☐ Direct Deposit
   - ☐ Check

   If Direct Deposit, enter your bank information:

   Bank name:  __________________________________________  Account #:  ____________________________

   If Check, identify if the refund check was:
   - ☐ Never received; or
   - ☐ Lost, stolen or destroyed.

Part II Taxpayer Information

Print your name, Taxpayer Identification Number (TIN), and mailing address. For individuals, the TIN is your Social Security Number (SSN); for businesses, the TIN is your Connecticut Tax Registration Number or Federal Employer Identification Number (FEIN). Check the box to indicate which TIN you are listing. If you filed a joint return, you must complete Lines 1, 2, and 3.

1. Your name (or business name) Enter your TIN and check the appropriate box.
   - ☐ SSN
   - ☐ CT Reg. No.
   - ☐ FEIN

2. Spouse’s name (if joint return) Spouse’s SSN

   ___  ___  ___      ___  ___      ___  ___  ___  ___
   ••••  ••••

3. Address (number and street) Apt. no. PO Box City State ZIP Code Home/cell telephone number

Part III Signature

Sign below exactly as you signed the original return. For a joint return, both you and your spouse must sign. For business returns, the signature must be of the person authorized to sign the check.

Declaration: I declare under penalty of law that I have examined this document 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 DRS is a fine of not more than $5,000, or imprisonment for not more than five years, or both.

Please sign here.

Your signature

Title (if business return)

Date

Spouse’s signature (if joint return)

Date