

CT EITC Information Request Notice

CT Tax Registration No.:
Social Security No.:
Corr ID:
Date:
Tax Type:
Tax Year:

We need you to send us information to support the Connecticut Earned Income Tax Credit (CT EITC) you claimed on your return for the tax year above. **If you do not respond to this letter within 30 days, your CT EITC credit claim will be denied.**

Send the information below **within 30 days** from the date of this notice to:

Department of Revenue Services
PO Box 2980
Hartford, CT 06104-2980

Copy of this notice.

Copy of Birth Certificate (long version) for each child reported on Schedule CT-EITC:

- If your name (or spouse's name) is not on the birth certificate, send proof of your relationship to the child. (i.e.: Marriage certificates that verify your relationship to the child.)
- If you are claiming a niece/nephew, grandchild, brother/sister, send proof of your relationship to the child. (i.e.: copy of your birth certificate, a copy of the birth certificate of your sister or brother that is the parent of the child, **and** a copy of the birth certificate of the child claimed.)
- If you are claiming an adopted or foster child, send a letter from an authorized adoption agency or a letter from the authorized placement agency or applicable court document.

Proof the child lived with you during the tax year (for each child reported on Schedule CT-EITC):

- Photocopies of school (no report cards), medical, childcare provider (provider can't be a relative), or social service records that shows the child's name, the name of child's parent or guardian, child's address and the dates the child lived with you.
- If the child you claimed for CT EITC purposes is 19 years old or older:
 - For a Full Time Student: send documents from his or her school showing that the child was a full time student for the tax year above.
 - For a Permanently Disabled Child: send a letter, on business letterhead, from the child's doctor stating the child's permanent disability.

Wages and Self-Employment Income:

- Send a copy of your W-2 or last paystub from each employer that you and your spouse worked for during the tax year above.
- If you have self-employment income: complete Form **CT-EITC SEQ**, *Earned Income Tax Credit Self-Employed Questionnaire* and copies of business records covering two months of the tax year. You can find this form at: www.ct.gov/DRS/CTEITCQuestionnaire.

Address Information:

Were you (and your spouse) living in Connecticut for the entire year you are claiming the CT EITC? Yes ___ No ___

If No: Date **you** moved into Connecticut ___/___/_____

Date **your spouse** moved into Connecticut ___/___/_____

Date **you** moved out of Connecticut ___/___/_____

Date **your spouse** moved out of Connecticut ___/___/_____

If Yes: Send a copy of your January and December utility bills for the tax year you are claiming CT EITC.

The review may take 90 days or longer due to the number of taxpayers claiming the CT EITC. Any refund not related to this credit will not be delayed while your CT EITC claim is reviewed. You will receive a letter if your claim is denied or the amount changed. For more information, please check our website at www.ct.gov/drs/eitc or call 860-541-4200.