

Form TPG-198

Request for Real Estate or Uniform Commercial Code (UCC) Lien Payoff Amount

TPG-198 (Rev. 12/20)

See back for instructions. Please print or type. Complete in blue or black ink only.

Part 1 – Who is Entitled to Make This Request (check appropriate box and complete Part 2)

- | | | |
|--|---|--|
| <input type="checkbox"/> Individual: Requesting own lien payoff amount
<input type="checkbox"/> Sole proprietor
<input type="checkbox"/> Partner
<input type="checkbox"/> Member of a LLC that is not managed by managers
<input type="checkbox"/> Principal officer: Attach last annual report filed with the Secretary of the State. | <input type="checkbox"/> Authorized representative: Attach LGL-001 , <i>Power of Attorney</i> .
<input type="checkbox"/> Trustee: Attach trust agreement.
<input type="checkbox"/> Receiver: Attach certificate of appointment.
<input type="checkbox"/> Assignee: Attach assignment. | <input type="checkbox"/> Manager of a LLC that is managed by managers
<input type="checkbox"/> Executor or administrator: Attach Certificate of Appointment.
<input type="checkbox"/> Guarantor: Attach guaranty.
<input type="checkbox"/> Other: _____ |
|--|---|--|

Part 2 – Your Name and Mailing Address

Name of person making the request	Telephone number — —	Email address	
Street address	City	State	ZIP code

Part 3 – Payoff Request Information

Reason for payoff request (check a box): Refinance Selling Property Other: _____

Type of Lien (check a box): Real Estate UCC

Payoff amount as of (please enter date): _____ [NOTE: Interest is calculated monthly, not daily.]

Part 4 – Whose Lien Payoff Amount is Being Requested

Taxpayer name(s) and/or Business name (dba) listed on the lien			Social Security Number
Street address			CT Tax Registration Number or Case ID Number
City	State	ZIP code	Federal Employer ID Number
Date Real Estate Lien Recorded	Recorded Volume	Recorded Page	Town Recorded
Date UCC Lien Recorded	UCC Lien Number recorded with Secretary of the State		

Part 5 – Method of Delivery

Please choose how the payoff letter is to be delivered to the individual in Part 2:

- First Class Mail Email via secured server to email address in Part 2 Fax to : _____

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 \$5,000.00 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 — —	

**Form TPG-198
Request for Real Estate or
Uniform Commercial Code (UCC) Lien Payoff Amount
Instructions**

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). This form is not to be used to apply for Certificate Releasing Connecticut Estate Tax Lien. Refer to Form CT-4422 UGE.

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 IRC § 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;
- 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; **or**
- The authorized representative of any of the above. Attach DRS **Form LGL-001**, *Power of Attorney*.

Part 2 - Your Name and Mailing Address

Provide the requested information so a DRS representative can contact you if additional information is needed. This is also who will be provided the Lien Payoff Amount.

Part 3 - Payoff Request Information

Identify the reason why you are requesting a lien payoff amount for this taxpayer and also provide a payoff date. Please note that interest accrues at a rate of one percent (1%) for any month or fraction of a month for which a liability remains due. For example, if you ask for a payoff amount for an outstanding income tax liability, as the due date for the income tax is April 15, interest will accrue at a rate of one percent (1%) on the sixteenth day of every month. In this income tax example, if the payoff date you request is after the fifteenth day of the month, this amount will also be

valid until the fifteenth day of the following month. The date interest accrues depends on the type of tax for which you are requesting a payoff date and its corresponding due date.

Part 4 - Whose Lien Payoff Amount Is Being Requested

Provide the taxpayer's name, business name (dba), address, Social Security Number, Connecticut Tax Registration Number or Case ID Number, and Federal Employer Identification Number, if applicable. Also, if available, provide lien information: Date Real Estate Lien Recorded, Recorded Volume, Recorded Page, Town Recorded, Date UCC Lien Recorded and UCC Lien Number recorded with Secretary of the State.

Part 5 - Method of Delivery

Choose the preferred method for delivery of the Lien Payoff Letter: First Class Mail, Email via secured server to email address provided in Part 2, or fax (provide fax number).

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.

You may submit the completed Form TPG-198 by fax or mail to:

Fax: **860-297-5916**

Mail: Department of Revenue Services
Collection & A/R Management
Collections Support Unit / Liens
450 Columbus Blvd Ste 1
Hartford CT 06103-1837

For Further Information

If you need additional information or assistance, call the Collections Support Unit / Liens at **860-297-5940**, 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. Taxpayers may also call 711 for relay services. A taxpayer must tell the 711 operator the number he or she wishes to call. The relay operator will dial it and then communicate using a TTY with the taxpayer.

Forms and Publications

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