

# 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 the Department of Revenue Services (DRS) concerning this refund to Form CT-3911.**

DRS will provide information concerning your refund in writing. 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: **860-297-4757**

## 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.		<input type="checkbox"/> SSN
						<input type="checkbox"/> CT Reg. No.
						<input type="checkbox"/> 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 the Department of Revenue Services (DRS) is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

<b>Please sign here.</b>	Your signature	Title (if business return)	Date
	Spouse's signature (if joint return)		Date