



STATE OF CONNECTICUT DEPARTMENT OF REVENUE SERVICES

TWENTY-FIVE SIGOURNEY STREET, SUITE 2 HARTFORD, CONNECTICUT 06106-5032

ADULT LEARNING PROGRAM INC
40 LOEFFLER RD
BLOOMFIELD CT 06002-2262

Corr ID: 1400020371858
Date: 05/08/2014

Dear Taxpayer:

Your registration application has been processed and your business entity has been assigned the following CT Tax Registration Number(s):

Tax Identification Number/Location	Tax Type	Filing Frequency	Start Date	Registration Date
62455522 / 000	Corporation	ANNUAL	04/02/2014	05/07/2014

The CT Tax Identification Number along with the correct Location Number is your CT Registration Number and should be used on any communications with the Department of Revenue Services (DRS). Promptly report any changes in your business activities to DRS.

Connecticut law requires that you file timely tax returns and pay the taxes due for all taxable periods and make the proper remittance, including any penalty or interest due.

You are **required** to file and pay electronically if you are registered for the following tax types, **Sales and Use Tax, Business Use Tax, Income Tax Withholding, Room Occupancy Tax, Admissions and Dues Tax and Corporation Business Tax**. If you have not been assigned a personal identification number (PIN) for the **Taxpayer Service Center (TSC)**, one will be sent to you.

If you can show that filing and paying electronically creates an undue hardship, the Commissioner of Revenue Services may grant a one-year waiver of the electronic filing requirement. See **Policy Statement 2011(3), Request for Waiver of Electronic Filing and Payment Requirements**, on the DRS website at www.ct.gov/DRS.

Visit the DRS *Welcome New Business* page at www.ct.gov/welcomenewbusiness for information specific to filing and payment options, and to obtain valuable tax information.

If you have registered for a tax type for which the requirement to file and pay electronically does not apply, you are encouraged to use the **TSC** at www.ct.gov/TSC. If you require assistance please call DRS during business hours, Monday through Friday at **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); or **860-297-5962** (from anywhere).



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Taxpayer Service Center PIN Notification



ADULT LEARNING PROGRAM INC
40 LOEFFLER RD
BLOOMFIELD, CT 06002-2262

CT TAX REGISTRATION No.: XXXXX522-000
CORR. ID: 1400020371859
DATE: 05/07/2014

Dear Taxpayer(s):

The Department of Revenue Services (DRS) has assigned you a Personal Identification Number (PIN). Your PIN 17831 may be used **only** in conjunction with CT Tax Registration Number ending XXXXX522-000 to give you access to the state's interactive electronic **Taxpayer Service Center (TSC)** located at www.ct.gov/DRS. You will find your full CT Tax Registration Number on most correspondence or tax forms sent to you by DRS.

The **TSC** is a dynamic self-service vehicle that allows taxpayers to manage their tax accounts and interact directly with DRS over the Internet.

When you use your PIN 17831 and your CT Tax Registration Number to access the **TSC**, you will set up your user profile and select a password to be used for all future visits. For security reasons, the PIN provided above will no longer be valid after you have used it to access the **TSC** for the first time and set up your own profile.

Important: The first time someone uses the account ending XXXXX522-000 to access the **TSC**, that person will be known as the "TSC Administrator." **Only** the TSC Administrator has the ability to create other users to access the account. This is important if your business would like more than one person to access the **TSC**. More information on establishing an Administrator and multi-users is available at the website.

One of the many great features of the **TSC** is the secure mailbox. On the main menu page in the **TSC** you will see "My Secure Mailbox" on the left toolbar. Using this feature, you can submit account related questions. Your message and the answer from DRS will not be sent by regular email. It remains behind the DRS secure firewall where your information is protected. You will receive an Internet email telling you to log onto your **TSC** account to read the answer.

To log in to the **TSC**, go to the DRS Web site at www.ct.gov/TSC. If you have any questions, please call DRS at 860-297-4874.

Tax types included under CT Tax Registration Number ending XXXXX522-000 include:

Corporation