(Licensed Tax Professional Name)

Tax Defense Network Affiliated Partner

**DAY & DATE**

**CLIENT NAME**

**CLIENT STREET**

**CLIENT CITY STATE ZIP**

**CLIENT NAME,**

First, let me say congratulations on reaching a fair and affordable resolution to your State tax debt. For your convenience, I have outlined the terms and conditions of your resolution below.

* Non-Disclosure Installment Agreement.
* Monthly payments of **PAYMENTAMOUNT** per month beginning on **PAYMENTSTARTDATE**.
* You will receive a letter from the State explaining this agreement within 7 to 10 business days.
* Follow the payment instructions contained in the state correspondence. Your physical payments should be sent to the address found on the payment vouchers provided by the state. Payments made without a payment voucher can be sent to the following address:

**Department of Revenue**

**ATTN: Processing**

**25 Sigourney**

**Hartford, CT 06106**

* You should mail your payments no later than 10 days prior to the due date to allow for proper processing.
* Your checks should be made out to *Commissioner of Revenue*. Include your name, address, daytime telephone number, your social security number, and the account number “**766869**” on the memo line of the check.
* The payment plan is structured on a 24-month payment cycle. Your payments will continue until the liability is paid in full.
* You can make additional payments at any time without penalty. Payments above and beyond the required monthly payment will be applied directly to the principal, but will not reduce the amount of the following monthly installment agreement payment.
* You are advised to change your withholdings or file quarterly estimated taxes (1099 income) so you do not owe in the future. Any state tax debt acquired during the payoff period that is not fully paid by that year’s tax return deadline will be considered a default by the state.
* Failure to make payments on this agreement or owing in future years resulting in default may cause the state to conduct collection activity, including levy of bank accounts, garnishment of wages, and filing of state tax liens.

Again, let me thank you for the opportunity to assist you in this matter, and if you or anyone you know has a problem in the future, please contact us and we would gladly be of assistance.

Sincerely,