

CITY OF HARTFORD TAX PAYMENT INFORMATION POLICY:

Taxpayers may request tax payment information for income tax or other purposes: **INFORMATION WILL BE RESEARCHED AND PROVIDED TO YOU AS SOON AS POSSIBLE. WE DO NOT WORK ON TAX PAYMENT INFORMATION REQUESTS UNTIL ALL OTHER OFFICE WORK HAS BEEN COMPLETED.**

Effective December 1, 2005, the fee for providing this information is \$15.00. This fee must accompany all requests. This cost will cover administrative overhead to research and compile the data requested. Any request submitted without the \$15.00 fee will not be processed.

1. Requests must be in writing, to ensure accuracy and completeness.
2. Requests must specify the name(s), address, and property description.
3. Request must include a telephone number where you can be reached, for clarification purposes.
4. Request must include the \$15 fee per request. As stated earlier, this fee covers administrative overhead.

Information will be mailed back to you, unless pick up is requested. Please indicate preference below.

PRINT CLEARLY. If we cannot read your writing, we cannot process your request.

Name:

Address:

Property Description and type: (Real Estate/ Motor Vehicle/ Personal Property)

Contact telephone number: _____

Information will be picked up _____ OR sent to the following address:

Please return completed form with \$15 fee, payable to the City of Hartford, to:

City of Hartford Tax Collector

550 Main Street, Room 106

Hartford, CT 06103

For questions or concerns, please contact Stacey Willis at (860) 757-9644.