

REQUEST FOR ADDITIONAL INFORMATION

JD-ES-68 Rev. 12-20

Before the attached invoice can be honored the following information must be supplied:

- ☐ Vendor's Federal Employer's Identification Number or Social Security Number
- ☐ Signature verifying receipt of goods or services
- ☐ For goods received, the packing slip or receiving report should be signed and dated (*use delivery date*)
- ☐ Vendor's original invoice (*no statements*)
- ☐ Other:

After completing, please return the invoice and this form to:

**Connecticut Judicial Branch
Financial Services
Accounts Payable
90 Washington St., 4th Floor
Hartford, CT 06106**

**Telephone: (860) 706-5240
Fax: (860) 706-5095
www.jud.ct.gov**

By _____

Date _____