

# Form CT-4804

For DRS Use Only

## Transmittal of Informational Returns Reported on CD

(For Forms W-2G, 1098, 1099-R, and 1099-MISC)

Complete this form in blue or black ink only.

1. Type of file represented by this transmittal  <input type="checkbox"/> Original <input type="checkbox"/> Replacement	2. Calendar year for which CDs are submitted	3. Transmitter FEIN
4. Name of transmitter	5. Name and address of company and name and title of person to contact about problem files (street, city, state, and ZIP)  Telephone number (      )	
6. Type of media submitted  <input type="checkbox"/> CD-ROM	7. Total number of CDs in shipment	
8. Combined total number of payee records reported		

9. Use this section to report information for up to four payers. If additional space is needed, use **Form CT-4802, Transmittal of Informational Returns Reported on CD (Continuation)**.

9. Payer summary of CD wage informational return		
Name of payer		
Street address		
City	State	Zip
Connecticut Tax Registration Number		
Federal Employer ID Number		
Type of return		
Number of 1098s, 1099s, or W-2Gs submitted		
Total nonpayroll amounts reported		
Connecticut tax withheld		

9. Payer summary of CD wage informational return		
Name of payer		
Street address		
City	State	Zip
Connecticut Tax Registration Number		
Federal Employer ID Number		
Type of return		
Number of 1098s, 1099s, or W-2Gs submitted		
Total nonpayroll amounts reported		
Connecticut tax withheld		

9. Payer summary of CD wage informational return		
Name of payer		
Street address		
City	State	Zip
Connecticut Tax Registration Number		
Federal Employer ID Number		
Type of return		
Number of 1098s, 1099s, or W-2Gs submitted		
Total nonpayroll amounts reported		
Connecticut tax withheld		

9. Payer summary of CD wage informational return		
Name of payer		
Street address		
City	State	Zip
Connecticut Tax Registration Number		
Federal Employer ID Number		
Type of return		
Number of 1098s, 1099s, or W-2Gs submitted		
Total nonpayroll amounts reported		
Connecticut tax withheld		

*In general, the payer must sign the declaration below; however, an authorized agent of the payer may sign if all conditions stated on the back are met.*

**Declaration:** I declare under the penalty of law that I have examined this return (including any accompanying schedules and statements) 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. The declaration of a paid preparer other than the taxpayer is based on all information of which the preparer has any knowledge.

Signature	Title	Date
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# Form CT-4804

## Instructions

Complete this form in blue or black ink only. Use **Form CT-4804**, *Transmittal of Informational Returns Reported on CD*, to identify the transmitter of a CD file. All requested information must be entered on Form CT-4804.

Include **Form CT-1096**, *Connecticut Annual Summary and Transmittal of Information Returns*, only if Connecticut tax was withheld.

### Specific Instructions

- Block 1:** Indicate whether the data in this shipment is an original or replacement file by checking the appropriate box.
- Block 2:** Enter the calendar year for which the CD files are being submitted.
- Block 3:** Enter the transmitter's Federal Employer Identification Number (FEIN).
- Block 4:** Enter the name of the transmitter. (See *Declaration Requirements* at right.)
- Block 5:** Enter the name and address of the company along with the name and title of the person to contact about problem files. Also enter the telephone number.
- Block 6:** Indicate the type of file being submitted.
- Block 7:** Enter the total number of CDs included in your shipment.
- Block 8:** Enter the combined total number of payee records being reported.
- Block 9:** For each payer, enter the name, address, Connecticut Tax Registration Number, FEIN, type of return (1098, 1099-R, 1099-MISC, or W-2G), the number of payee records, total nonpayroll amounts from Connecticut sources reported, and Connecticut tax withheld.

Only one type of return should be entered on a payer summary. Types of returns **must not** be intermingled.

**Mailing Address:** Send your CDs in the same package with transmittal Forms CT-4804 and CT-4802 to the address below.

Department of Revenue Services  
State of Connecticut  
PO Box 5081  
Hartford CT 06102-5081

If a PO Box cannot be used, send to:

Department of Revenue Services  
State of Connecticut  
Attn: Processing II, 15th Floor  
25 Sigourney Street  
Hartford CT 06106-5032

Use **Form CT-4802**, *Transmittal of Informational Returns Reported on CD (Continuation)*, if you are reporting for more than four payers.

**Substitute Forms CT-4804 and CT-4802:** DRS encourages the use of computer-generated substitutes for Forms CT-4804 and CT-4802. The format must include all information requested on these forms including the declaration. (See *Declaration Requirements* below.)

### Declaration Requirements

An *agent* who is a transmitter, service bureau, paying agent, or disbursing agent may sign Form CT-4804 on behalf of the payer (or other person required to file), if both conditions below are met:

1. The agent has the authority to sign the form under an agency agreement (oral, written, or implied) that is valid under state law; **and**
2. The agent signs the form and adds the caption "For: (Name of payer or other person required to file)."

The authorized agent's signing of the declaration on the payer's behalf does not relieve the payer of the responsibility for filing a correct, complete, and timely Form CT-4804, with attachments, and does not relieve the payer of any penalties for not complying with those requirements.

### Forms and Publications

Forms and publications are available anytime by:

- **Internet:** Visit the DRS website at [www.ct.gov/DRS](http://www.ct.gov/DRS) to download and print Connecticut tax forms; **or**
- **Telephone:** Call **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only) and select **Option 2** from a touchtone phone; or call **860-297-4753** (from anywhere).

**TTY, TDD, and Text Telephone users only** may transmit inquiries anytime by calling 860-297-4911.