

Form CT-W3 (DRS)

2008

Connecticut Annual Reconciliation of Withholding

(Rev. 01/08)

Electronic Filing Requirements - Read instructions below before completing this form.

General Instructions

Complete the return in blue or black ink only. **Form CT-W3 (DRS), Connecticut Annual Reconciliation of Withholding**, may be used by new employers or employers who have not received the *Employer's Withholding Remittance Coupon Book* for 2008.

Annual Summary

If filing electronically, Form CT-W3 is due the last day of March, 2009 and will be completed as part of the electronic filing process when you upload Copy 1 of federal Forms W-2. Do not mail in Form CT-W3 if you are filing electronically. If filing by paper, Form CT-W3 is **due the last day of February, 2009**. No payment is to be made with this return. If the due date falls on a Saturday, Sunday, or legal holiday, the next business day is the due date. Employers must file every Copy 1 of federal Form W-2 with Form CT-W3 even if no Connecticut income tax was withheld.

Rounding Off to Whole Dollars: You must round off cents to the nearest whole dollar on your returns and schedules. Round down to the next lowest dollar all amounts that include 1 through 49 cents. Round up to the next highest dollar all amounts that include 50 through 99 cents. However, if you need to add two or more amounts to compute the amount to enter on a line, include cents and round off **only** the total. If you do not round, the Department of Revenue Services (DRS) will disregard the cents.

Example: Add two amounts (\$1.29 + \$3.21) to compute the total (\$4.50) to enter on a line. \$4.50 is rounded to \$5.00 and entered on the line.

Line Instructions

Line 1

Enter the total amount of **Connecticut** income tax withheld from wages during the 2008 calendar year. This should equal the Total line on the back of this return.

Line 2

Enter the gross Connecticut wages paid during the 2008 calendar year. **Connecticut wages** are all wages paid to employees who

are residents of Connecticut, even if those wages are paid for work performed outside Connecticut by those resident employees, and wages paid to employees who are nonresidents of Connecticut, if those wages are paid for work performed in Connecticut by those nonresident employees.

Line 3

Indicate the number of W-2 forms submitted with this return.

Reminders

- Be sure to complete all requested information on the back of this return.
- **Do not send a payment with this return.**
- All payments must be made using Forms **CT-WH** and **CT-941**.
- Sign and date the return in the space provided.
- **Electronic Filing Requirements:** Taxpayers who file **25 or more** Forms W-2 reporting Connecticut wages paid are **required** to file Form CT-W3 and every Copy 1 of Federal Form W-2 **electronically**. You may request a waiver of the electronic filing requirements by completing **Form CT-8508, Request for Waiver From Filing Informational Returns Electronically**, no later than February 14, 2009, for calendar year 2008 only. Taxpayers who file **24 or fewer** Forms W-2 reporting Connecticut wages paid are encouraged to file electronically using the key and send feature but may file using paper forms and do not need to file a waiver request.
- If filing by paper, mail your completed return including Forms W-2, to: Department of Revenue Services, PO Box 2930, Hartford CT 06104-2930.

For new information on electronic reporting requirements, visit the DRS website at www.ct.gov/electronicfileW2and1099 or call DRS at 1-800-382-9463 (Connecticut calls outside the greater Hartford calling area only) or 860-297-5962 (from anywhere). TTY, TDD, and Text Telephone users **only** may transmit inquiries by calling 860-297-4911.

Household or Agricultural employers, see back page.

✂ Separate here and mail coupon to DRS. Make a copy for your records. ✂

CT-W3 (DRS)		Connecticut Annual Reconciliation of Withholding		► 2008
Connecticut Tax Registration Number ▶		Federal Employer ID Number		Due Date February 28, 2009
<i>Enter name and address below. Please print or type.</i>				
Name		1. Connecticut tax withheld from wages ▶ 1.		00
Address		2. Total Connecticut wages reported ▶ 2.		00
City	State	ZIP Code	3. Number of Forms W-2 submitted ▶ 3.	

Note: Do not send a payment with this return.

Mail to: Department of Revenue Services
 PO Box 2930
 Hartford CT 06104-2930



I declare under 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 DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

- Check if you are a household employer and you withhold Connecticut income tax from the wages of household employees.
- Check if you are a household employer and you **do not** withhold Connecticut income tax from the wages of household employees.

Signature _____
 Title _____ Date _____

Household Employers

A household employer **not** registered with DRS for Connecticut income tax withholding purposes should enter the words "HOUSEHOLD EMPLOYER" in the space reserved for the Connecticut Tax Registration Number on this return.

Agricultural Employers

An agricultural employer **not** registered with DRS for Connecticut income tax withholding purposes should write the words "AGRICULTURAL EMPLOYER" in the space reserved for the Connecticut Tax Registration Number on this return.

Taxpayer Service Center (TSC)

Electronic Filing Requirements

The **TSC** is an interactive tool that can be accessed through the DRS website at www.ct.gov/DRS for a free, fast, easy, and secure way to conduct business with DRS. Connecticut taxpayers can either key in or upload their Form CT-W3 and Forms W-2 electronically through the **TSC**.

Visit www.ct.gov/electronicfileW2and1099 for more information on electronic filing of informational returns.

Some of the enhanced features of the

TSC include the ability to view current balances, make scheduled payments, and amend certain business tax returns. The self-service aspect of the **TSC** enables taxpayers to easily get answers to the most frequently asked questions. Many other features for the **TSC** are planned and taxpayers are encouraged to visit our website often.



Complete for Each Period

Period		Connecticut Income Tax Withheld From Wages
January 1 - March 31	1st Quarter	
April 1 - June 30	2nd Quarter	
July 1 - September 30	3rd Quarter	
October 1 - December 31	4th Quarter	
Total		00

Include Copy 1 of all wage and tax statements reporting Connecticut wages paid during the calendar year with this return.

Electronic Filing Requirements: If you file **25 or more** Forms W-2 reporting Connecticut wages paid, you are **required** to file Form CT-W3 and every Copy 1 of federal Form W-2 **electronically**. You may request a waiver of the electronic filing requirements by completing **Form CT-8508** no later than February 14, 2009. If you file **24 or fewer** Forms W-2 reporting Connecticut wages paid, you may file using paper forms and do not need to file a waiver request.

For electronic reporting information, visit the DRS website at www.ct.gov/DRS or call DRS at 1-800-382-9463 (Connecticut calls outside the Greater Hartford calling area only) or 860-297-5962 (from anywhere). TTY, TDD, and Text Telephone users **only** may transmit inquiries by calling 860-297-4911.

◀ **This should equal Line 1 on the front of this return.**