Department of Revenue Services Registration Walk-In Unit PO Box 2937 Hartford CT 06104-2937 (Rev. 06/11)

# **Form O-252**

# Order Form for Connecticut Cigarette Tax Stamps

Complete this	is form in black or	r blue ink only.							
Distributor's	s name (type or pri	int)				Connect	Connecticut Tax Registration Number		
Number and street						FEIN			
City or town		State	ZIP cod	ode		Departme	ent of R	Revenue Services (DRS) use only	
· · · · · · · · · · · · · · · · · · ·	• • •	- Print n						Date of Purchase	
Authorizing s	signature	Fluit no	name and phone number	me and phone number		<b>&gt;</b>			
	DRS Use	Only	Indicate method of p	payment: $\square$ C	Charge		Paym	nent with order	
Unit		erial Numbers	Denomination (Circumtus para para)					Amount	
————	From	То	(Cigarettes per pack)	Quantity	Unit (	Cost		Amount	
<b>▶</b> \$3.40	<b>&gt;</b>	<b>&gt;</b>	(30,000 per roll)	<b>&gt;</b>	▶ \$3.40	<b>&gt;</b>	1.	\$	
▶ \$3.40	<b>&gt;</b>	<b>•</b>	(150 per sneet)	<b>&gt;</b>	▶ \$3.40	<b>&gt;</b>	2.	\$	
▶ \$4.25	<b>-</b>	<b>•</b>	(3,000 per roll)	<b>•</b>	<b>\$</b> 4.25	<b>•</b>	3.	\$	
▶ \$4.25	<b>•</b>	<b>&gt;</b>	25 cigarettes (100 per sheet)	<b>&gt;</b>	<b>\$</b> 4.25	<b>•</b>	4.	\$	
<b>&gt;</b>	<b>&gt;</b>	<b>•</b>	1	<b>&gt;</b>	<b>&gt;</b>	<b>&gt;</b>	5.	\$	
<b>&gt;</b>	<b>•</b>	<b>•</b>	1	<b>&gt;</b>	<b>•</b>	<b>&gt;</b>	6.	\$	
			1		Tc	otal ►	7.	\$	
In case of a credit (returned stamps, etc.), check the appropriate box below on how to apply an overpayment to the account.  □ Credit □ Refund				Less 1% discount ► 8. \$					
				Net amount of tax ►  Amount paid for this order ►			9.	\$	
							10.	\$	
				Balance due this invoice			11.	\$	
				Me	ake check pay	able to <b>C</b> c	ommis	ssioner of Revenue Services.	
Signature of	f person filling orc	der (DRS employee)		Date	$\neg$			e customer payments must be	
						made	within	30 days of the purchase date.	
Signature of	f person receiving	the stamps		Date	_	of 1%	per mo	onth or fraction of a month on	
	,	,				any po		hat is unpaid 30 days after the	
					_	param	200	ie.	
	·	1 1 1 I simpodif	The second secon						
This secu	ion must be coi	mpleted and signed in	stamps are to be shippe	ed.					
Indicate	method of ships	ment:	edEx <i>Priority</i>	□ FedEx Standard					
	Account nu	ımber:		_ Account number	oer:				
stamps ar	are not received	d by the distributor, the	received by the distribute distributor remains liab credit of the amount paid	ole for the balance due	on this invoic	e and any	y dema	. In the event that the ordered and or claim against the State	
1	Signature of author	norizing officer		Print name and	Print name and phone number				

If you need additional information or assistance, call the Registration Section at **860-297-5770**, Monday through Friday, 8:30 a.m. to 4:30 p.m. Charge customers who wish to have their order shipped may fax the order to DRS at 860-297-4818 by 1:00 p.m. for same day processing.

### **Important**

**For all stamp purchases:** A copy of the order form will be returned with your stamp order. Please reference the "DRS date of purchase" on all inquiries.

For payments: When remitting payment for a previous charge, reference the "DRS date of purchase" on the check or submit a copy of the completed order form with your payment. DRS may submit the check to your bank electronically.

Please send stamp purchase orders or payments to:

Department of Revenue Services Registration Walk-In Unit PO Box 2937 Hartford CT 06104-2937

For Overnight Express Mail:

Department of Revenue Services Registration Walk-In Unit 25 Sigourney St Ste 2 Hartford CT 06106

## **Directions to 25 Sigourney Street**

If you are traveling north or south on Interstate 91, take Interstate 84 West in Hartford. Once on Interstate 84 West, take Exit 47, Sigourney Street. At the traffic light, turn left on to Sigourney Street. Move quickly to the right lane. The tall brick building on your immediate right is DRS. Turn right into the circular driveway.

If you are traveling on Interstate 84 East, take Exit 48B, Capitol Avenue. Turn right on to Capitol Avenue and continue for approximately five-tenths of a mile. You will pass through five traffic lights. At the sixth traffic light, turn left on to Park Terrace. Proceed approximately 100 yards. Take your first right and continue on Sigourney Street for 50 yards. Turn left into the circular driveway and proceed into the parking garage.

You can enter DRS offices by the main lobby at 25 Sigourney Street or by the garage entrances on Sigourney Street. The first hour of parking in the garage is free.

#### For Further Information

Call DRS during business hours, Monday through Friday:

- 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 anytime by calling 860-297-4911.

#### Forms and Publications

Visit the DRS website at **www.ct.gov/DRS** to download and print Connecticut tax forms and publications.