



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

AN 2006(4)

25 Sigourney Street
Hartford CT 06106-5032

ANNOUNCEMENT

Obtaining Connecticut Publications in Booklet Form

Purpose: This Announcement provides information about obtaining copies of informational publications in booklet form.

Informational publications, including most booklets, are available on the Department of Revenue Services (DRS) Web site at www.ct.gov/DRS for reading and downloading at no cost.

Effective Date: Effective when issued.

DRS Publications: DRS publishes many tax information publications as Special Notices, Policy Statements, Announcements, and Informational Publications. Most of these publications are one to four pages in length. DRS does not charge for these publications or for the cost of mailing single copies.

However, DRS produces three publications in booklet form: **Informational Publication 2004(29)**, *Building Contractors' Guide to Sales and Use Taxes*; **Informational Publication 99(18)**, *Sales and Use Taxes Guide for Manufacturers, Fabricators, and Processors*; and **Informational Publication 2004(20)**, *Guide to Connecticut Business Tax Credits*.

Because of the costs involved in reproducing and mailing these booklets, DRS limits distribution of certain publications to one copy per request and mails them only on a postage-paid basis.

Pick Up Booklets at a DRS Office: There is no charge for a copy of any publication in booklet form if it is picked up at the DRS main office in Hartford or in its field office locations. Please call the location before you visit to be sure copies of the publication you want are available at that location.

Order Booklets by Mail: Anyone who wishes to have copies of publications in booklet form mailed to them must provide a 9" x 12" self-addressed envelope with the amount of postage affixed as listed below. The postage stated for mailing each publication is the cost of first class delivery by the U.S. Postal Service of one copy of the requested booklet to an addressee anywhere in the United States. To order:

Informational Publication 2004(29): Affix **\$2.07** postage to a self-addressed envelope and send it to:

Department of Revenue Services
Mail Unit, Building Contractors' Guide
25 Sigourney Street
Hartford CT 06106-5032

Informational Publication 99(18): Affix **\$2.31** postage to a self-addressed envelope and send it to:

Department of Revenue Services
Mail Unit, Manufacturer's Guide
25 Sigourney Street
Hartford CT 06106-5032

Informational Publication 2004(20): Affix **\$2.07** postage to a self-addressed envelope and send it to:

Department of Revenue Services
Mail Unit, Corporation Credit Guide
25 Sigourney Street
Hartford CT 06106-5032

Effect on Other Documents: This publication supersedes **Announcement 2005(2)**, *Obtaining Connecticut Publications in Booklet Form*.

Effect of This Document: Announcements alert taxpayers to new developments (other than newly enacted or amended Connecticut or federal laws or newly released judicial decisions), including new administrative positions, policies, or practices.

For Further Information: Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (in-state); **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: Forms and publications are available anytime by:

- **Internet:** Visit the DRS Web site at www.ct.gov/DRS to download and print Connecticut tax forms; **or**
 - **Telephone:** Call **860-297-4753** (from anywhere), or **1-800-382-9463** (in-state) and select **Option 2** from a touch-tone phone.
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Paperless Filing/Payment Methods (fast, easy, free, and confidential):

- **For business returns:** Use *Fast-File* to file sales and use taxes, business use tax, room occupancy tax, estimated corporation business tax, business entity tax, attorney occupational tax, nursing home provider fee, admissions and dues tax, or withholding tax returns over the Internet. Visit the DRS Web site at www.ct.gov/DRS and click on *File/Register OnLine*.

- **For payment of business taxes other than those listed above:** Use *Fast-File* to pay your business taxes over the Internet or by phone. Visit the DRS Web site at www.ct.gov/DRS and click on *Electronic Services* for a list of eligible taxes. The ACH debit method is used to make the transfer. No preregistration is required.
 - **For resident income tax returns:** Use *WebFile* to file personal income tax returns over the Internet. Visit the DRS Web site at www.ct.gov/DRS and click on *File/Register OnLine*.
 - **For electronic filing of income tax extensions, estimated payments, and for electronic bill payments:** Use *WebFile* to electronically file personal income tax returns over the Internet. You can also use *WebFile* to make an electronic income tax payment for a prior year. Visit the DRS Web site at www.ct.gov/DRS and click on *File/Register OnLine*.
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Various
Postage Rates
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