



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES

AN 2009(5.2)

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.

Effective Date: Effective when issued.

DRS Publications: The Department of Revenue Services (DRS) produces a variety of information tax products, such as Special Notices, Policy Statements, Announcements, and Informational Publications. These publications are available on the DRS website at www.ct.gov/DRS to read and download at no cost. Most of these publications are one to four pages in length and DRS does not charge for the cost of printing or mailing single copies. However, DRS produces three publications in booklet form for which mailing costs may apply: **Informational Publication 2006(35)**, *Building Contractors' Guide to Sales and Use Taxes*; **Informational Publication 2009(13)**, *Sales and Use Taxes Guide for Manufacturers, Fabricators, and Processors*; and **Informational Publication 2007(31)**, *Guide to Connecticut Business Tax Credits*.

Obtaining Informational Booklets: Because of the costs involved in reproducing the previously listed informational booklets, DRS limits distribution of these publications to one copy per request.

A copy of any publication in booklet form can be obtained free of charge if it is picked up at the DRS main office in Hartford. Please call 860-297-5962 before you visit to be sure copies of the publication you want are available.

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

To order a booklet by mail, you must provide a 9" x 12" self-addressed envelope with postage affixed to cover 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. Currently, the amount shown below covers the mailing of one booklet. To order:

Informational Publication 2006(35): Affix **\$2.07** postage to a self-addressed envelope and send it to:

Department of Revenue Services
Mail Unit, Building Contractors' Guide
25 Sigourney St Ste 2
Hartford CT 06106-5032

Informational Publication 2009(13): Affix **\$1.90** postage to a self-addressed envelope and send it to:

Department of Revenue Services
Mail Unit, Manufacturer's Guide
25 Sigourney St Ste 2
Hartford CT 06106-5032

Informational Publication 2007(31): Affix **\$2.07** postage to a self-addressed envelope and send it to:

Department of Revenue Services
Mail Unit, Corporation Credit Guide
25 Sigourney St Ste 2
Hartford CT 06106-5032

Effect on Other Documents: This publication supersedes **Announcement 2009(5.1)**, *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** (Connecticut calls outside the Greater Hartford 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.

Paperless Filing/Payment Methods (fast, easy, free, and confidential):

Business and individual taxpayers can use the **Taxpayer Service Center (TSC)** at www.ct.gov/TSC to file a variety of tax returns, update account information, and make payments online.

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Various
Postage Rates
Issued: 10/14/2009

File Electronically: You can choose first-time filer information and filing assistance or log directly into the **TSC** to file returns and pay taxes.

Pay Electronically: You can pay taxes for tax returns that cannot be filed through the **TSC**. Log in and select the *Make Payment Only* option. Designate a payment date up to the due date of the tax and mail a paper return to complete the filing process.

DRS E-Alerts Service: Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. **DRS E-Alerts** provide information for employer's withholding tax, News – Press Releases, and Top 100 Delinquency List. Visit the DRS website at www.ct.gov/DRS and select *e-alerts* from the left navigation bar.