

Form CT-6559

Submitter Report for Form W-2 CD Filing

Complete this form in blue or black ink only.

Forms CT-W3 must accompany this form.

1. Type of file represented by this transmittal <input type="checkbox"/> Original <input type="checkbox"/> Replacement	2. Calendar year for which CD is submitted	3. Submitter's Connecticut Tax Registration Number
4. Name and address of submitter (include street, PO box, city, state, and ZIP code)		5. Submitter's Federal Employer ID Number (FEIN)
6. Name and address of person to contact about this CD file		7. Contact telephone number (include area code) <div style="text-align: center;">()</div>
9. Total number of employers	10. Total number of employees	11. Submitter's CD inventory numbers

In general, the employer must sign the declaration; however, an authorized agent of the employer 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

12. Employer summary of Form W-2 CD wage information		
Name of employer		
Street address		
City	State	ZIP
Connecticut Tax Registration Number		
FEIN		
Number of W-2s submitted		
Form W-2 - Connecticut Summary		
Total Connecticut wages reported		
Connecticut tax withheld from wages		

12. Employer summary of Form W-2 CD wage information		
Name of employer		
Street address		
City	State	ZIP
Connecticut Tax Registration Number		
FEIN		
Number of W-2s submitted		
Form W-2 - Connecticut Summary		
Total Connecticut wages reported		
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Form W-2 - Connecticut Summary		
Total Connecticut wages reported		
Connecticut tax withheld from wages		

Form CT-6559 Instructions

Complete this form in blue or black ink only.

Use **Form CT-6559**, *Submitter Report for Form W-2 CD Filing*, to identify the submitter of a CD file. For W-2 CD reporting, a file is a report that begins with a code RA submitter record and ends with a code RF submitter record.

Block 3: Enter the Connecticut Tax Registration Number assigned by the Connecticut Department of Revenue Services (DRS) to the submitter, if applicable.

Block 5: Enter the nine-digit Federal Employer Identification Number (FEIN) assigned to the submitter by the IRS.

Block 9: Enter the total number of employers covered by this submittal. **Form CT-W3**, *Connecticut Annual Reconciliation of Withholding*, must be included for each employer.

Block 10: Enter the total number of employees (as entered on the code RF final record).

Block 11: Enter the inventory number for each CD-ROM in this file. The inventory number is any type of number assigned by the submitter to the CD-ROM for the submitter's own inventory control purposes. If this is a multi-volume file, list the numbers in order. If this block is not applicable, leave blank.

Block 12: Complete this block for each employer included in the CD file. If reporting data for more than four employers, use the additional Block 12 areas on **Form CT-6559A**, *Continuation Sheet for Form CT-6559 Submitter Report for Form W-2 CD Filing*.

Substitute Forms CT-6559 and CT-6559A: DRS encourages the use of computer-generated substitutes for Forms CT-6559 and CT-6559A. The format must include all information requested on those forms, including the declaration.

Mailing Address: Prepare Form CT-6559 for each separate CD file being submitted. Send the CD in the same package with Forms CT-6559, CT-6559A (if applicable), and CT-W3 to DRS.

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

If a PO Box cannot be used, send to:

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

Declaration Instructions

A submitter, service bureau, paying agent, or disbursing agent (*agent*) may sign Form CT-6559 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 the payer or other person required to file*)."

If an authorized agent signs the declaration on the employer's behalf, this does not relieve the employer of the responsibility for filing a correct, complete, and timely Form CT-6559, with attachments; and does not relieve the employer of any penalties for not complying with those requirements.

Forms and Publications

Forms and publications are available anytime at:

- **Internet:** Visit the DRS website at 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**; or call **860-297-4753** (from anywhere).

CD Specifications for W-2 Reporting

CD-ROM Requirements

- Formatted as Data CD-ROM
- 512 byte fixed length records

Character Set - Check one

- ASCII
- EBCDIC