

## Form CT-8809

### Request for Extension of Time to File Informational Returns

*(For Forms W-2, W-2G, 1099-R, and 1099-MISC)*

Complete this form in blue or black ink only. See instructions on reverse.

<b>Extension Request for Calendar Year</b>	1. Filer or transmitter name and mailing address (number and street including room or suite number, or PO Box, city, state, and ZIP code)	2. Connecticut Tax Registration Number
		3. Federal Employer Identification Number (FEIN)
<b>201</b> __	4. Person to be contacted about this request	5. Telephone number (     )

6. Check the boxes that apply. You need not enter the number of returns.

Media Type	W-2	W-2G	1099-R	1099-MISC
<b>Electronic</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CD</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Paper</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Has an extension of time to file federal informational returns been requested from the Internal Revenue Service (IRS)?  
 No       Yes      (If **Yes**, attach a copy of federal Form 8809, Application for Extension of Time to File Informational Returns.)

If **Yes**, was the request for extension approved?  
 No       Yes       Pending      (If **Yes**, attach a copy of the extension request approval.)

8. State in detail why you need an extension. If more space is required, attach additional page(s).

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9. Will you provide, or have you provided, a copy of the informational return or the required statement to the recipient on time?  
 No       Yes

**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
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# Form CT-8809 Instructions

Complete this form in blue or black ink only. Use Form CT-8809 to request an extension of time to file **Forms W-2, W-2G, 1099-R, and 1099-MISC**. Do not use this form to request an extension of time to furnish the statement to the recipient or for an extension of time to file **Form CT-1040, Connecticut Resident Income Tax Return**. For rules on extending the time to file Form CT-1040, see Form CT-1040 *Instructions*.

**Who May File:** Filers of informational returns submitted electronically through the **Taxpayer Service Center (TSC)** or on CD may use this form to request an extension of time to file. A transmitter for multiple filers may file this form, but must attach a list of the names, addresses, and Federal Employer Identification Numbers (FEIN) of those for whom the transmitter will be filing.



**When to File:** Department of Revenue Services (DRS) encourages you to file Form CT-8809 as soon as you know an extension of time to file is necessary. However, Form CT-8809 **must** be filed on or before the last day of March if filing electronically, or the last day of February if not filing electronically. If the due date falls on a Saturday, Sunday, or legal holiday, the next business day is the due date. If you are requesting an extension of time to file several types of forms, you may use one Form CT-8809. You can request an extension for only one calendar year on this form. **An extension cannot be granted if a request is filed after the original due date of the returns.**

## Filing Due Dates:

Form Number	Due Date
W-2, W-2G, 1099-R, 1099-MISC	Last day of March if filing electronically, or last day of February if not filing electronically.

## Where to File:

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

**Approval or Denial of Request:** Requests for extensions of time to file informational returns are not automatically granted. Approval or denial is based on administrative criteria and guidelines. DRS will send you a letter of explanation **only** if your request is denied.

**Extension Period:** If your extension request is approved, an extension is granted for 30 days from the original due date.

**Additional Extension:** If you need additional time to file, you may request an additional 30 days by submitting another Form CT-8809.

## Specific Instructions

**Block 1.** Enter the name and complete mailing address, including room or suite number, of the filer requesting the extension of time. If you act as transmitter for a group of filers, enter the transmitter's name and address and attach a list of filer names, addresses, Connecticut Tax Registration Numbers, and FEINs. Notification of denial is sent only to the person who requested the extension.

**Block 2.** Enter your Connecticut Tax Registration Number.

**Block 3.** Enter your FEIN or Social Security Number (SSN) if you are not required to have an employer identification number. Do not enter hyphens. A transmitter should enter the transmitter's FEIN in this box.

**Block 4.** Enter the name of someone to contact if additional information is required.

**Block 5.** Enter the telephone number, including area code, of the contact person shown in Block 4.

**Block 6.** Indicate the type(s) of informational return(s) for which you are requesting an extension of time to file and method of filing by checking the appropriate box(es).

An employer or payer filing 25 or more Forms W-2, W-2G, 1099-R, or 1099-MISC per form type, must file these forms electronically through the **TSC**. An employer or payer filing 24 or fewer Forms W-2, W-2G, 1099-R, or 1099-MISC with DRS is encouraged to file those forms electronically and do not need to request a waiver. The *Key and Send* method is recommended for employers and payers submitting 50 or fewer informational returns to DRS. See **Informational Publication 2011(11), Forms 1099-R, 1099-MISC, and W-2G Electronic Filing Requirements for Tax Year 2011**, or **Informational Publication 2011(12), Form W-2 Electronic Filing Requirements for Tax Year 2011**.

**Block 7.** Indicate whether or not the filer applied for an extension of time to file federal informational returns. If an extension was requested, a copy of the federal Form 8809, Request for Extension of Time to File Informational Returns, must be attached. If a federal extension was requested, indicate whether or not it was approved by the Internal Revenue Services (IRS). If the extension was approved, attach a copy of the approval.

**Block 8.** Explain why you need an extension of time to file your informational returns.

**Block 9.** Check the appropriate box to indicate whether you will provide, or have provided, a copy of the informational returns or the required statement to the recipients on time.

If this extension request is approved, it will only extend the due date for filing the returns with DRS. It will not extend the January 31 due date for furnishing the required copies of statements to recipients.

**Signature:** The extension request must be signed by you or a person who is **duly authorized** to sign a return, statement, or other document.

Failure to properly complete and sign this form may cause a delay in processing or result in the denial of your request. Be sure you are requesting an extension of time only for returns listed on this form.

**For More 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](http://www.ct.gov/DRS) to download and print Connecticut tax forms.