CONNECTICUT TAX GUIDE FOR PAYERS OF NONPAYROLL AMOUNTS

Connecticut Income Tax Withholding Requirements With Forms

The following forms, publications, and information are included in this booklet:

- Calendar of Duties
- Important Information for Connecticut Payers of Nonpayroll Amounts
- Withholding Requirements
- Sample Remittance Forms

Effective January 1, 2008

Keep and use this booklet until a new edition of the Connecticut Tax Guide for Payers of Nonpayroll Amounts is issued.

IP 2008(9) Withholding tax Issued: 01/01/2008 Replaces: IP 2007(1)

Tax information is available on our website at www.ct.gov/DRS

Department of Revenue Services walk-in locations and telephone numbers are listed on the back cover.

Frequently Used Telephone Numbers

Connecticut Department of Revenue Services

-	
Connecticut calls outside the Greater Hartford calling area	1-800-382-9463
From anywhere	860-297-5962
Accounts Receivable/Billing	860-297-4771
Collection & Enforcement	
Electronic Funds Transfer	860-297-4973
Forms Unit	
TTY, TDD, and Text Telephone users only	860-297-4911
Internal Revenue Service	
Tax Assistance	1-800-829-1040
Tax Forms and Publications	1-800-829-3676

Related Web Sites

Connecticut Department of Rev	evenue Services (DRS)	www.ct.gov/DRS
Internal Revenue Service (IRS)		www.irs.gov

Connecticut Forms Referenced in This Booklet

Form CT-8109	. Connecticut Withholding Tax Payment Form for Nonpayroll Amounts
Form CT-945	. Connecticut Annual Reconciliation of Withholding for Nonpayroll Amounts
Form CT-1096	. Connecticut Annual Summary and Transmittal of Informational Returns
Form CT-CTC	. Withholding Correction/Reorder Form
Form REG-1	. Application for Tax Registration Number
Form CT-W4P	. Withholding Certificate for Pension or Annuity Payments
Form CT-941X	. Amended Connecticut Reconciliation of Withholding
Form CT-8809	. Request for Extension of Time to File Informational Returns

Table of Contents

What's New	4
Calendar of Duties	4
Frequently-Asked Questions	5
Important Information for Connecticut Payers	6
Rules for Payers	6
Private Delivery Services	6
Use the Taxpayer Service Center (<i>TSC</i>) to Electronically File Withholding Tax Forms	6
Electronic Filing of Informational Returns	6
Forms 1098 and 1099-MISC	7
Registering as a Third Party Bulk Filer (TPBF)	7
Additional Electronic Filing Information for Transmitting Informational Returns	7
Instructions	8
Who Is Required to Withhold Connecticut Income Tax	8
How to Register for Withholding Tax	8
Professional Athletes and Entertainers	8
Voluntary Registration by Persons Other Than Employers to Withhold Tax	8
Income Subject to Connecticut Income Tax Withholding	8

Payments Not Subject to Connecticut Income Tax Withholding	10
Withholding for Military Retirees	
How to Report and Remit Taxes Withheld	10
Annual Reconciliation	11
Electronic Filing of Forms 1098, 1099, and W-2G	
Request for Extended Due Date	
Amended Annual Reconciliation	
Correction/Reorder Form (Form CTC)	
Payment by Electronic Funds Transfer (EFT)	12
Liability for Taxes Withheld	12
Penalties and Interest	12
What Records to Keep	13
How to Cancel Registration for Withholding Connecticut Income Tax	13
Related Publications	13
Samples of Remittance Forms (CT-8109, CT-945, CT-1096, and CTC)	15
Form CT-W4P, Employee's Withholding	. •
Certificate	18
Comparison of Federal and Connecticut	
Filing Rules	22
Connecticut Tax Assistanceback pa	ae

What's New

• New electronic filing requirements: Effective on or after January 1, 2008, a payer who files 25 or more Forms 1098, 1099-MISC, 1099-R, or W-2G, per tax type, must file these forms electronically with the Department of Revenue Services (DRS). DRS no longer accepts these forms in a paper format or in a compact disk (CD-ROM), cartridge, or MS-DOS compatible diskette format. You may request a waiver of the electronic filing requirements by completing Form CT-8508, Request for Waiver From Filing Informational Returns Electronically, no later than January 15.

DRS will accept paper informational returns from payers who file 24 or fewer Forms 1098, 1099-MISC, 1099-R, or W-2G per tax type. However, payers filing Forms 1099-R and W-2G are encouraged to file electronically using the *Key and Send* option described on Page 7. Payers filing Forms 1098 and 1099-MISC are encouraged to file electronically at www.ct.gov/electronicfileW2and1099.

- See Use the Taxpayer Service Center (TSC) to Electronically File Withholding Tax Forms on Page 6 and Electronic Filing of Forms 1098, 1099, and W-2G on Page 11.
- New publications: DRS is now issuing separate publications for employers who withhold Connecticut income tax for their employees and for payers of nonpayroll amounts who withhold Connecticut income tax for payees.

Employers: Refer to Informational Publication 2008(1), Employer's Tax Guide - Circular CT, and Informational Publication 2007(20), Form W-2 Electronic Filing Requirements for Tax Year 2007.

Payers: Refer to **Informational Publication 2008(9)**, Connecticut Tax Guide for Payers of Nonpayroll Amounts, and **Informational Publication 2007(19)**, Forms 1098, 1099-R, 1099-MISC, and W-2G Electronic Filing Requirements for Tax Year 2007.

Calendar of Duties

If the due date falls on a Saturday, Sunday, or legal holiday, the next business day is the due date.

Payer's Classification Determines When Payments Are Required to Be Made

Weekly remitters must pay over Connecticut income tax withholding with Form CT-8109, Connecticut Withholding Tax Payment Form for Nonpayroll Amounts, on or before the Wednesday following the weekly period during which the nonpayroll amounts were paid.

Monthly remitters must pay over Connecticut income tax withholding with Form CT-8109 on or before the fifteenth day of the month following the month during which the nonpayroll amounts were paid.

Quarterly remitters must pay over Connecticut income tax withholding with Form CT-8109 on or before the last day of the month following the quarterly period during which the nonpayroll amounts were paid.

See How to Report and Remit Taxes Withheld on Page 10.

On or Before January 31

Payers of nonpayroll amounts must file **Form CT-945**, *Connecticut Annual Reconciliation of Withholding for Nonpayroll Amounts*, even if no tax is due or has been withheld for the year.

Payers of nonpayroll amounts must provide payees with federal Form 1098, Proceeds From Real Estate Transactions, 1099-MISC, Miscellaneous Income; 1099-R, Distributions From Pensions, Annuities, Retirement, or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.; or W-2G, Certain Gambling Winnings for each payment, distribution, or transaction made during the preceding calendar year.

On or Before the Last Day of February

Payers who file 24 or fewer Forms 1098, 1099-R, 1099-MISC, or W-2G showing Connecticut nonpayroll amounts and use paper forms must file **Form CT-1096**, *Connecticut Annual Summary and Transmittal of Informational Returns*, together with every state copy of federal Form 1098, 1099-MISC, 1099-R, or W-2G reporting Connecticut nonpayroll amounts paid to payees during the prior calendar year.

On or Before March 31

Payers of nonpayroll amounts who file 25 or more Forms 1098, 1099-MISC, 1099-R, or W-2G must file **Form CT-1096**, *Connecticut Annual Summary and Transmittal of Informational Returns*, and Forms 1099-MISC, 1099-R, and W-2G electronically. See *Use the Taxpayer Service Center (TSC) to Electronically File Withholding Tax Forms* on Page 6.

Frequently-Asked Questions

1. Which nonpayroll informational returns must be filed with DRS?

Payers of nonpayroll amounts who are required to file the following federal forms are also required to file every state copy with DRS:

- Federal Form W-2G for (1) Connecticut Lottery winnings paid to resident and nonresident individuals even if no Connecticut income tax was withheld; and (2) Other gambling winnings paid to resident individuals even if no Connecticut income tax was withheld;
- Federal Form 1098 for property taxes paid on real estate to a Connecticut municipality;
- Federal Form 1099-MISC for payments made to resident individuals or to nonresident individuals if the payments relate to services performed wholly or partly in Connecticut even if no Connecticut income tax was withheld; and
- Federal Form 1099-R but only if Connecticut income tax was withheld.

2. Does DRS participate in the Federal/State Combined Filing Program?

Yes. DRS does participate in the Federal/State Combined Filing Program for federal Forms 1099-MISC and 1099-R.

3. Who is required to file electronically with DRS?

Payers who file 25 or more Forms 1098, 1099-MISC, 1099-R, or W-2G, per form type, are required to file Form CT-1096 and Forms 1098, 1099-MISC, 1099-R, or W-2G electronically.

4. Where can I get information on filing electronically with DRS?

Payees should refer to **Informational Publication 2007(19)**, Forms 1098, 1099-MISC, 1099-R, and W-2G Electronic Filing Requirements for Tax Year 2007.

5. How does a payer request a waiver from filing informational returns electronically?

DRS may waive the electronic filing requirement if the payer can show hardship. To request a waiver, a payer must complete and submit a paper Form CT-8508, Request for Waiver From Filing Informational Returns Electronically, on or before January 15. DRS will only notify payers whose request for a waiver has been denied.

Payers who have requested and received a waiver from filing electronically are encouraged to submit files to DRS on CD following the specifications for record layout noted in Informational Publication 2007(19).

6. How does a payer request an extension of time to file informational returns electronically?

To request an extension, a payer must complete and submit **Form CT-8809**, *Request for Extension of Time to File Informational Returns*, on or before March 31 if filing electronically or the last day of February if not filing electronically. DRS will only notify payers whose extension requests have been denied.

7. Is a payer of nonpayroll amounts who files federal Form 1096, but who is not required to be registered with DRS for Connecticut income tax withholding purposes, required to file Form CT-1096?

Yes, but only if the payer files any of the forms as described in the answer to Question 1. Taxpayers can use the *TSC* by completing an application and being issued a separate Third Party Bulk Filer (TPBF) Identification Number. See *Registering as a Third Party Bulk Filer* on Page 7. Once you have entered all of your forms, Form CT-1096 will be ready for you to complete and submit as part of the filing process.

8. What paper forms should accompany the electronic filing?

None. You do not submit paper copies of any electronically filed forms. If there are any attachments or schedules that cannot be electronically filed, keep this information with your records to be provided to DRS upon request.

9. How does a payer report changes on a previously-filed electronic submission?

One of the benefits of filing electronically through the *TSC* is that all transmissions are received mathematically correct. However, any changes to files submitted electronically must be done using the paper method. Once a file is successfully transmitted, you no longer have the option to return to a file and correct Forms 1098, 1099-MISC, 1099-R, W-2G, and CT-1096. If a particular form is omitted from a filing, the form must be sent in on paper in addition to a corrected paper Form CT-1096.

10. Does this booklet contain all the information I need to withhold Connecticut income tax from my payees? Yes. All the instructions are included in Informational Publication 2008(9), Connecticut Tax Guide for Payers of Nonpayroll Amounts.

Important Information for Connecticut Payers

All withholding forms effective January 1, 2008, are included in **Informational Publication 2008(9)**, Connecticut Tax Guide for Payers of Nonpayroll Amounts.

Rules for Payers

Each payer is required to withhold Connecticut income tax from nonpayroll amounts at the time those amounts are paid and is required to pay over the Connecticut income tax withholding to DRS according to the payer's remitter classification. DRS will notify most payers of their new filing frequency before mailing them their 2008 Withholding Remittance Coupon Book for Payers of Nonpayroll Amounts. Most new payers will be classified as monthly remitters.

Each calendar year DRS will classify a payer either as a weekly remitter, monthly remitter, or quarterly remitter. A payer's classification has nothing to do with how often the payer pays its payees or how often the payer is required to pay over Connecticut income tax withholding to DRS. The classification relates to how much time a payer has to pay over Connecticut income tax withholding to DRS after nonpayroll amounts are paid to payees and Connecticut income tax is deducted and withheld from those nonpayroll amounts. A payer's classification is based on the payer's reported liability for Connecticut income tax withholding during the look-back calendar year. The look-back calendar year for calendar year 2008 is calendar year 2006.

See Special Notice 2004(10), 2004 Legislation Affecting Connecticut Income Tax Withholding by Payers From Nonpayroll Amounts Paid On or After January 1, 2005.

Private Delivery Services

When sending forms, returns, or payments to DRS, payers may use certain private delivery services in addition to the U.S. Postal Service and satisfy the timely filed and timely payment rules.

See Policy Statement 2005(4), Designated Private Delivery Services and Designated Types of Service.

Use the Taxpayer Service Center (TSC) to Electronically File Withholding Tax Forms



Connecticut taxpayers can either *key in* or *upload* withholding information through the Department of Revenue Services (DRS) electronic *TSC*. The *TSC* is an interactive tool that can be accessed through the DRS website at **www.ct.gov/DRS** for a free, fast, easy, and secure way to conduct business with DRS.

Other features of the *TSC* include the ability to view current account balances, make scheduled payments, and amend certain business tax returns. The self-service aspect of the *TSC* enables taxpayers to easily get answers to the most frequently-asked questions.

Federal Forms 1099-R, W-2G, and Form CT-1096 may be transmitted through the *TSC*. See *Electronically Filing Informational Returns* below.

Electronic Filing of Informational Returns

The implementation of the *TSC* has made filing informational returns easier while ensuring the security of the data being filed. Taxpayers or payers can use the *TSC* to *key and enter* or *upload* forms either by having bulk filing capabilities assigned to their current Connecticut tax registration number or, for tax preparers who are filing for their clients and are not registered with DRS, by completing an application and being issued a separate Third Party Bulk Filer (TPBF) Identification Number.

With bulk filing capabilities, you may then select and begin to file your informational returns online. After you have entered all informational returns, you must transmit Form CT-1096 to complete the filing process. The informational returns are not accepted until Form CT-1096 is filed. You will receive a unique confirmation number for each Form CT-1096 submitted. The confirmation number is your proof of filing.

Three Options to Electronically File Forms 1099-R, W-2G, and CT-1096 Through the *TSC*

1. Key and Send

This may be the easiest way to file for taxpayers and preparers that submit 24 or fewer informational returns. Selecting this option allows you to enter in the information for your clients one at a time with a single login process. Once you have entered all the informational returns, you are brought to Form CT-1096 where the TSC has automatically filled in most of the required information. You must enter the quarterly breakdown of the total amount reported. The informational returns entered are not transmitted until a confirmation number has been issued for Form CT-1096.

2. Dynamic Web Import (DWI)

DWI enables you to upload a file of the informational returns. This DWI tool does not support existing EFW2 file formats. It is a file import process that allows you to dynamically define a file. You prepare a file with your payees' figures. Each field of your file represents a line item from an informational return you are reporting. You can arrange the fields in any order by defining your own customized layout. If any informational returns have an error, DRS will provide you a list of the failed records with an explanation. Simply correct the file and resubmit. Once all the informational returns are uploaded, you will be brought to Form CT-1096 where the TSC will automatically fill in most of the information based on the successfully uploaded informational returns. You must provide the quarterly breakdown of the total amount reported. You must complete Form CT-1096 at this time. The informational returns have not been transmitted to DRS until you receive a confirmation number for the associated Form CT-1096.

3. Batch File Upload/DWI Using the Standard MMREF/EFW2 File Layout

Requirements: Must register as a third party bulk filer. See **Informational Publication 2007(19)**, *Electronic Filing Requirements for Tax Year 2007 Forms 1098, 1099-MISC, 1099-R. and W-2G.*

Batch upload allows you to submit a file using the standard MMREF/EFW2 layouts defined in **Informational Publication 2007(19)**. If an informational return is uploaded with errors, we will provide an acknowledgment file with details of the failed records with an explanation. Simply correct the file and resubmit. The informational returns entered have not been transmitted to DRS until you receive a confirmation number for the associated Form CT-1096.

Unlike the key and send method, once you have uploaded all your returns, you must select Form CT-1096 from the Main Menu page and upload Form CT-1096 to complete the filing process. After the file of returns has been uploaded, DRS will provide a confirmation file with summary details. If an error occurs while uploading Form CT-1096, the *TSC* will again provide you with an explanation. Resubmit only those Forms 1096 for which a confirmation number has not been received.

Forms 1098 and 1099-MISC

You will not be able to use the *TSC* to submit federal Form 1098 or Form 1099-MISC. However, you may still file electronically by visiting the DRS website to upload a file.

Go to www.ct.gov/electronicfileW2and1099 and follow the prompts to completion. You will receive a confirmation number for all successfully transmitted files.

DRS plans to have these forms available in 2009 as an option in the *TSC* for filing 2008 informational returns.

Registering as a Third Party Bulk Filer (TPBF)

To register as a TPBF, go to the DRS website at **www.ct.gov/DRS** and click on the **TSC** logo on the left toolbar. Then complete the following steps:

- Click on the blue *Tax Preparer* button;
- Click on the link that states *Third Party Bulk Filing requires preregistration*. *Please click here to register*;
- Click on Application to Become a Bulk Filer (Fillable Version); and
- Fill out the application online, print it, and fax it to: 860-297-4761, Attention: Bulk Filing Coordinator. Or, print the application and mail it to:

Department of Revenue Services Electronic Commerce Unit 25 Sigourney Street Hartford CT 06106

A bulk filing identification number, password, and instructions will be sent to you by mail.

Additional Electronic Filing Information for Transmitting Informational Returns

You will find information about system enhancements on our web page at www.ct.gov/electronicfileW2and1099 as well as answers to common questions you may have about electronic filing of informational returns.

Instructions

Who Is Required to Withhold Connecticut Income Tax

Anyone who maintains an office or transacts business in Connecticut must withhold Connecticut income tax, whether or not the payroll or accounts receivable department is located in Connecticut. Special rules apply to payers of compensation to professional athletes and entertainers and payers of nonpayroll amounts, see below and Page 9.

Any payer who is required to withhold Connecticut income tax must register for withholding tax with DRS.

How to Register for Withholding Tax

A new payer who is required to deduct and withhold Connecticut income tax from nonpayroll amounts must complete Form REG-1. See *Income Subject to Connecticut Withholding* for the requirements to withhold Connecticut tax.

A payer of nonpayroll amounts who is not already registered with DRS, including a payer starting a new business, must register to withhold Connecticut income tax by completing Form REG-1. Form REG-1 is also used to register a business for most other state taxes, including sales and use taxes and corporation business tax.

A payer of nonpayroll amounts who is already registered with DRS for other state taxes is still required to register to withhold Connecticut income tax and must complete Form REG-1 to register for withholding as an additional tax.

A payer of nonpayroll amounts who acquires an existing business must also complete Form REG-1 to obtain a Connecticut tax registration number. The new owner cannot use the previous owner's tax registration number or withholding tax coupons.

The DRS tax registration number and federal employer identification number must appear on all Connecticut withholding forms and on all correspondence with DRS. Do not use the registration number issued by the Department of Labor (DOL) on DRS forms.

Professional Athletes and Entertainers

Certain payers of compensation to professional athletes and entertainers are registered by DRS to withhold Connecticut income tax from non-wage payments for personal services performed in Connecticut. See Page 9.

Voluntary Registration by Persons Other Than Employers to Withhold Tax

Any person (other than an employer) who is not required to register to withhold Connecticut income tax may register solely for the purpose of withholding Connecticut income tax if both the payer and the payee voluntarily agree Connecticut income tax will be withheld. Upon registration, the payer will be treated as an employer required to withhold Connecticut income tax while the agreement remains in effect

Income Subject to Connecticut Income Tax Withholding

In general, Connecticut law follows the federal law in determining what income is subject to withholding. Certain nonpayroll income (also known as nonpayroll amounts) is subject to withholding.

Pension and Annuity Distributions if the recipient is a Connecticut resident and has requested Connecticut income tax withholding

Payers of pensions and annuities, both public and private, maintaining an office or transacting business in Connecticut, are required to notify Connecticut resident recipients of the availability of Connecticut income tax withholding and withhold Connecticut income tax from payments if the Connecticut resident recipient submits a request in writing. This requirement applies to all pension and annuity payments from qualified or nonqualified plans, including lump sum distributions, whether or not payments are made from a Connecticut location.

Payers must provide recipients with Form CT-W4P, Withholding Certificate for Pension or Annuity Payments, or a reasonable facsimile. Form CT-W4P or a written request providing the same information must be on file with the payer before withholding begins. The request to deduct and withhold Connecticut income tax must be made in specific whole dollar amounts. The minimum amount a recipient can request to be withheld is \$10 per payment. No maximum limit is placed on the amount that can be withheld, but it must be a whole dollar amount.

The written request for withholding or a request for a change in the amount to be withheld takes effect with the first payment made on or after the date which occurs:

1. In a case in which no previous request is in effect, three calendar months after the date the request is furnished to the payer; **or**

2. In a case in which a previous request is in effect, the first status determination date (January 1, May 1, July 1, and October 1 of each year) which occurs at least 30 days after the date the request is furnished to the payer.

Form CT-W4P remains in effect until terminated by the payee. The payee may terminate the request by furnishing the payer with a signed written notice of termination.

Any payer who receives a request to withhold Connecticut income tax must register by filing Form REG-1.

See How to Register for Withholding Tax on Page 8.

In general, the payer follows the instructions in the section entitled *How to Report and Remit Taxes Withheld* on Page 10 except:

- 1. **Informational Return:** Federal Form 1099-R, showing the amount of Connecticut income tax withheld in the prior year, must be given by payers of pension and annuity plans to their recipients on or before the succeeding January 31.
- 2. **Annual Reconciliation:** Form CT-1096 is due from all payers who are required to be registered for Connecticut income tax withholding on March 31 if the payer files electronically (the last day of February if filing a paper return) even if no Connecticut income tax was withheld. No payment is made with this form. Payers must file the state copy of federal Form 1099-R only if Connecticut income tax was withheld.

Military Retirement Pay if the recipient is a Connecticut resident and has requested Connecticut income tax withholding

Unemployment Compensation Payments if the recipient has requested Connecticut income tax withholding

Gambling Winnings Other Than Connecticut Lottery Winnings if the payment is subject to federal income tax withholding and the payment is made to a resident or to someone receiving the payment on behalf of a resident

A payer of gambling winnings maintaining an office or transacting business in Connecticut must withhold Connecticut income tax from winnings if the winnings are paid to a Connecticut resident, or to someone receiving them on behalf of a Connecticut resident, and the winnings are subject to federal income tax withholding.

See Informational Publication 2005(15), Connecticut Income Tax Treatment of Gambling Winnings Other Than State Lottery Winnings.

Connecticut Lottery Winnings if reportable for federal income tax withholding purposes, whether or not federal income tax withholding is required

The Connecticut Lottery Corporation withholds Connecticut income tax at the rate of 5% from all payments of reportable Connecticut Lottery winnings made to a resident or a nonresident whether or not federal income tax is withheld.

See Informational Publication 2005(16), Connecticut Income Tax Treatment of State Lottery Winnings Received by Residents and Nonresidents of Connecticut.

Gambling winnings include both cash and noncash winnings. The value of noncash winnings is fair market value. Any payer of gambling winnings who is subject to Connecticut withholding and who is not otherwise required to register with DRS must register by filing Form REG-1.

See How to Register for Withholding Tax on Page 8.

Connecticut income tax must be deducted and withheld at a flat rate of 5%, without allowance for exemption, and is computed on the same amount subject to withholding for federal income tax purposes. If the winnings are a noncash prize, the payer of the prize must collect the required withholding, in cash, from the winner before awarding the noncash prize.

In general, payers follow the instructions in the section entitled *How to Report and Remit Taxes Withheld* on Page 10 except:

- 1. **Statement for Gambling Winnings:** Federal Form W-2G showing the gambling winnings paid and any Connecticut income tax withheld during the preceding year must be given by payers of gambling winnings to recipients who are resident individuals on or before the succeeding January 31.
- 2. **Annual Reconciliation:** Form CT-1096 is due from all payers of gambling winnings on or before March 31 if the payer files electronically or the last day of February if filing paper returns. No payment is to be made with this form. Payers must file every state copy of federal Form W-2G, for winnings paid to resident individuals, even if no Connecticut income tax was withheld.

Payments Made to Athletes or Entertainers if the payments are not wages for federal income tax withholding purposes but Connecticut income tax withholding is required

Compensation for personal services performed in Connecticut by a professional athlete or entertainer, paid in cash or otherwise, in connection with sporting events or with the preparation or presentation of entertainment, whether as a participant, performer, or otherwise, is subject to Connecticut income tax withholding if the payer is a designated withholding agent.

See Policy Statement 2007(1), Income Tax Withholding for Athletes or Entertainers.

Payments Not Subject to Connecticut Income Tax Withholding

In general, income not subject to federal withholding is not subject to Connecticut income tax withholding.

Withholding for Military Retirees

Connecticut residents who are retired from the regular and reserve components of the uniformed services are allowed to request, in writing, Connecticut withholding from their monthly retired pay. The term *uniformed services* refers to the Army, Navy, Air Force, Marine Corps, Coast Guard, commissioned corps of the Public Health Service, and commissioned corps of the National Oceanic and Atmospheric Administration.

A member may request withholding by completing Form CT-W4P and submitting it to the retired pay office of his or her uniformed service. The amount withheld from each payment must be an even dollar amount, but not less than \$10.

How to Report and Remit Taxes Withheld

Payers of nonpayroll amounts who are registered with DRS for Connecticut income tax withholding purposes will receive the *Withholding Remittance Coupon Book for Payers of Nonpayroll Amounts*. Each of the forms included in the coupon book is a machine readable document which is personalized with the payer's name, address, Connecticut tax registration number, and federal employer identification number. Only the original coupon should be submitted. Forms, payments, or other documents are timely filed if received on or before the due date or if the date shown by the U.S. Postal Service cancellation mark is on or before the due date.

Send Form CT-8109, Connecticut Withholding Tax Payment Form for Nonpayroll Amounts, to DRS with each Connecticut withholding payment. Each payer is required to withhold Connecticut income tax from nonpayroll amounts at the time those amounts are paid and is required to pay over such Connecticut income tax withholding to DRS on or before the due dates described below.

Each calendar year a payer will be classified by DRS either as a weekly remitter, monthly remitter, or quarterly remitter. A payer's classification has nothing to do with how often the payer pays its payees or how often the payer is required to pay over Connecticut income tax withholding to DRS. The classification relates to how much time a payer has to pay over Connecticut income tax withholding to DRS after nonpayroll amounts are paid to payees and Connecticut income tax is deducted and withheld from those nonpayroll amounts. A payer's classification is based on the payer's

reported liability for Connecticut income tax withholding during the look-back calendar year. The look-back calendar year for calendar year 2008 is calendar year 2006. Payers do not need to file Form CT-8109 if no payment is due.

If the tax liability was deducted and withheld during one quarter and paid over in another quarter, the payer must enter the number for the quarter in which the tax liability was deducted and withheld. For example, if the tax liability was deducted and withheld in March and paid over in April, enter "1" on Line 1 of Form CT-8109.

DRS will notify most payers of their classification before mailing them their 2008 Withholding Remittance Coupon Book for Payers of Nonpayroll Amounts.

Weekly Remitter

A *weekly remitter* is a payer whose reported liability for Connecticut income tax withholding during the look-back calendar year was more than \$10,000. A weekly remitter is required to pay over Connecticut income tax withholding on or before the Wednesday following the weekly period during which the nonpayroll amounts were paid. *Weekly period* is the seven-day period beginning on a Saturday and ending on the following Friday.

Schedule for Weekly Remitters

If nonpayroll amounts are paid on Saturday, Sunday, Monday, or Tuesday	Pay over Connecticut income tax withholding on or before the second Wednesday following the date the nonpayroll amounts were paid.
If nonpayroll amounts are paid on Wednesday, Thursday, or Friday	Pay over Connecticut income tax withholding on or before the Wednesday following the date the nonpayroll amounts were paid.

DRS may require weekly remitters to pay over Connecticut income tax withholding by electronic funds transfer instead of by mailing a check, and to file electronically instead of by filing a paper Form CT-8109 and a paper Form CT-945. However, no weekly remitter is required to pay over Connecticut income tax withholding by electronic funds transfer and to file electronically before being notified in writing by DRS.

Weekly Period Spanning Two Quarterly Periods

If a weekly remitter has two or more paydays during a weekly period, the weekly remitter is generally required to make only one payment for the weekly period to DRS and should enter the date of the last payday when making the payment. However, if the paydays fall in different quarterly periods, the weekly remitter must make separate payments with separate Forms CT-8109 for the separate Connecticut income tax withholding liabilities.

Monthly Remitter

A *monthly remitter* is a payer whose reported liability for Connecticut income tax withholding during the look-back calendar year was more than \$2,000 but not more than \$10,000. A monthly remitter is required to pay over Connecticut income tax withholding with Form CT-8109 on or before the fifteenth day of the month following the month during which the nonpayroll amounts were paid.

Quarterly Remitter

A *quarterly remitter* is a payer whose reported liability for Connecticut income tax withholding during the look-back calendar year was \$2,000 or less. A quarterly remitter is required to pay over Connecticut income tax withholding with Form CT-8109 on or before the last day of the month following the quarterly period during which the nonpayroll amounts were paid. *Quarterly period* means a period of three calendar months that ends on the last day of March, June, September, or December.

See Special Notice 2004(10), 2004 Legislation Affecting Connecticut Income Tax Withholding by Payers From Nonpayroll Amounts Paid On or After January 1, 2005.

New Payer

Most new payers are classified by DRS as monthly remitters. A payer is a **new payer** for the calendar year during which the payer is first registered with DRS for Connecticut income tax withholding purposes and for the following calendar year. For the calendar year following those two calendar years, a new payer will be classified either as a weekly remitter, monthly remitter, or quarterly remitter based on the payer's annualized reported liability for Connecticut income tax withholding during the look-back calendar year.

If the tax liability was deducted and withheld during one quarter and paid over in another quarter, the employer must enter the number for the quarter in which the tax liability was deducted and withheld. For example, if the tax liability was deducted and withheld in March and paid over in April, enter "1" on Line 1 of Form CT-8109.

Annual Reconciliation

Form CT-945 is due from all payers of nonpayroll amounts on or before January 31. Payers of nonpayroll amounts subject to Connecticut income tax withholding are required to file Form CT-945 as long as they have an active withholding account with DRS. This is true even if no tax is due or required to be withheld for that year, or even if federal Form 945 is not required to be filed. A payer that has paid the Connecticut withholding tax in full for calendar year 2008 through timely deposits may file Form CT-945 on or before February 10, 2009.

Form CT-1096 is due on or before the last day of February following the end of the calendar year if filed using paper forms or March 31 if filed electronically. No payment is made with this form.

A payer of nonpayroll amounts who is required to file federal Form 1096 must file Form CT-1096 with every state copy of the following:

- a. Federal Form W-2G for (1) Connecticut Lottery winnings paid to resident and nonresident individuals, and (2) other gambling winnings paid to resident individuals even if no Connecticut income tax was withheld;
- b. Federal Form 1098 for property taxes paid on real estate to a Connecticut municipality;
- c. Federal Form 1099-MISC for payments to resident individuals, or to nonresident individuals if the payments relate to services performed wholly or partly in Connecticut even if no Connecticut income tax was withheld; and
- d. Federal Form 1099-R only if Connecticut income tax was withheld.
- e. Group the forms by form number and send each group with a separate Form CT-1096. Do not make payments with Form CT-1096. All payments must be made using Forms CT-8109 and CT-945.

Electronic Filing of Forms 1098, 1099, and W-2G

A payer who files 25 or more Forms 1098, 1099-MISC, 1099-R, or W-2G must file these forms electronically with DRS. You may request a waiver of the electronic filing requirements by completing Form CT-8508 no later than January 15. Taxpayers who file 24 or fewer Forms 1098, 1099-MISC, 1099-R, or W-2G are encouraged to file electronically, but may file using paper forms and do not need to file a waiver request. See *Electronic Filing of Informational Returns* on Page 6 and the DRS website at www.ct.gov/DRS for the latest electronic filing publication for Forms 1098, 1099-MISC, 1099-R, or W-2G.

Request for Extended Due Date

Taxpayers may request an extension to file Form CT-1096, by filing **Form CT-8809**, *Request for Extension of Time to File Informational Returns*, on or before the last day of February if filing paper forms or March 31 if filing electronically.

Amended Annual Reconciliation

If an error was made on a previously-filed Form CT-945, an amended return must be filed. A payer must use Form CT-941X to amend Form CT-945. If an error was made on a previously-filed Form CT-1096, an amended return must be filed. Payers should write "Amended" at the top of Form CT-1096 for the appropriate year and attach the corrected federal Forms 1098, 1099-MISC, 1099-R, or W-2G.

Correction/Reorder Form

Form CTC, Withholding Correction/Reorder Form, allows payers of nonpayroll amounts to make corrections to taxpayer identification information preprinted in the coupon book or to order an additional coupon book for the current calendar year. A payer should allow a minimum of four weeks when ordering additional coupon books.

Payment by Electronic Funds Transfer

Payers of nonpayroll amounts whose Connecticut withholding tax liability for the 12-month period ending the preceding June 30 exceeded \$10,000 and who are notified by DRS to pay Connecticut withholding tax by EFT must pay that tax by EFT.

Each year DRS reviews each payer's Connecticut withholding tax liability. DRS notifies a payer if the requirement to pay Connecticut withholding tax by EFT no longer applies. Payers must continue to pay by EFT until notified by DRS that they are no longer required to do so.

See Informational Publication 2007(8), Paying Connecticut Taxes by Electronic Funds Transfer.

For more information on payment by EFT, call 860-297-4973.

Liability for Taxes Withheld

A payer of nonpayroll amounts is liable for the amount of the Connecticut income tax required to be withheld. For purposes of assessment and collection, amounts required to be withheld and paid over to DRS (and any penalties and interest) are the liability of the payer (as withholding agent) under the law. The payer remains liable for the tax even if a third party is withholding on the payer's behalf.

Penalties and Interest

Payers of nonpayroll amounts who fail to comply with the requirements to withhold Connecticut income tax are subject to penalties, including the following.

Late Payment Penalty

The penalty for late payment or underpayment of tax due is 10% of the amount due on all returns including Form CT-8109.

Late Filing Penalty

In the event no tax is due, the Commissioner of Revenue Services may impose a \$50 penalty for failure to file any return or report that is required by law to be filed. This late filing penalty does not apply to Form CT-8109.

Interest

If you are filing a late or amended return, interest is computed on the underpayment at the rate of 1% per month or fraction of a month from the due date until the date of payment.

Required Informational Returns

A penalty of \$5 per statement up to a total of \$2,000 per calendar year is imposed for failure to provide required federal Forms 1098, 1099-MISC, 1099-R, and W-2G to each payee and a copy to DRS unless due to reasonable cause.

Willful Evasion

A penalty equal to the total amount of the tax evaded, not collected, or not paid over is imposed on any responsible person for the willful failure of a payer of nonpayroll amounts to collect or truthfully account for income tax or for willfully attempting to evade the tax.

Fraud

In addition to any other penalty that may be imposed, a civil penalty of not more than \$1,000 is imposed where, with fraudulent intent, a payer of nonpayroll amounts fails to pay, deduct, or withhold and pay tax or to make or sign any return or supply information.

Criminal Penalties

Any person who willfully fails to pay tax, file a return, keep records, or supply information is guilty of a misdemeanor. A person who willfully files with DRS any document known to be fraudulent or false in any material manner is guilty of a felony.

What Records to Keep

A payer must maintain a current accurate record for whom there is a nonpayroll payment reporting requirement. DRS has the authority to inspect a payer's records at any time. Records should contain all of the following applicable information:

- Amounts and dates of all nonpayroll payments subject to reporting requirements;
- Names, addresses, occupations, and Social Security Numbers of persons receiving payments;
- For services performed within Connecticut by nonresident contractors, documentation identifying the type, location and date of performance of all services including contracts, agreements, and change orders;
- Financial statements, chart of accounts, general ledger, general journal, cash disbursement journals, and check registers;
- Copies of payment coupons, annual returns, and statements filed with DRS and IRS; and
- Form CT-W4P, Withholding Certificate for Pension or Annuity Payments.

A payer should keep records for at least four years after the date the tax becomes due or the date the tax is paid, whichever is later. However, a current, accurate copy of Form CT-W4P must be on file at all times.

How to Cancel Registration for Withholding Connecticut Income Tax

If a payer of nonpayroll amounts goes out of business or permanently stops making payments of nonpayroll amounts, the payer should notify DRS immediately by filing Form CT-945 for the current calendar year. The payer must check the box indicating that the payer no longer is making payments of nonpayroll amounts subject to Connecticut income tax withholding and must enter the last payment date on the line provided on Form CT-945.

Payers of nonpayroll amounts may send written notification

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

Payers of nonpayroll amounts must comply with all filing requirements for the calendar year as explained in *How to* Report and Remit Taxes Withheld on Page 10.

Related Publications

IP 2008(1)	Connecticut Circular CT – Employer's Tax Guide
IP 2007(8)	Paying Connecticut Taxes by Electronic Funds Transfer
IP 2007(9)	Federal/State Electronic Filing Handbook
IP 2007(19)	Electronic Filing Requirements for Tax Year 2007 for Forms 1098, 1099-Misc, 1099-R, and W-2G
IP 2007(22)	Connecticut Income Tax Information for Armed Forces Personnel and Veterans
IP 2006(24)	Estimated Connecticut Income Taxes
IP 2005(15)	Connecticut Income Tax Treatment of Gambling Winnings Other Than State Lottery Winnings
IP 2005(16)	Connecticut Income Tax Treatment of State Lottery Winnings Received by Residents and Nonresidents of Connecticut
PS 2008(1)	Income Tax Withholding for Athletes and Entertainers
PS 2005(4)	Designated Private Delivery Services and Designated Types of Service
SN 2004(10)	2004 Legislation Affecting Connecticut Income Tax Withholding by Payers

After January 1, 2005

From Nonpayroll Amounts Paid on or

Effective Date: Effective January 1, 2008.

Effect on Other Documents: Informational Publication 2007(1), Connecticut Circular CT -Employer's Tax Guide, is modified and superseded in part and may not be relied upon on or after the date of issuance of this Informational Publication.

Effect of This Document: An Informational Publication addresses frequently asked questions about a current position, policy, or practice, usually in a less technical question and answer format.

Forms and Publications: Forms and publications are available anytime by:

- Internet: Visit the DRS website at www.ct.gov/DRS to preview and download forms and publications.
- Telephone: Call 860-297-4753 (from anywhere), or 1-800-382-9463 (Connecticut calls from the Greater Hartford calling area only) and select **Option 2** from a touch-tone phone.

Paperless Filing Methods (fast, easy, free, and confidential)

- For business returns, tax payments, and electronic bill payments: Use the Taxpayer Service Center (TSC) to file a variety of tax returns and extensions, as well as to pay taxes or bills over the Internet. Visit the DRS website at www.ct.gov/DRS and click on the TSC logo or on File/Register OnLine for a complete list of taxes that can be electronically filed and paid.
- For income tax returns, extensions, estimated payments, and electronic bill payments: Use the Taxpayer Service Center (TSC) to file personal income tax returns and extensions, or to make estimated payments and electronic bill payments over the Internet. Visit the DRS website at www.ct.gov/DRS and click on the TSC logo or on File/Register OnLine.

DRS E-News Service: Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. DRS E-News is easy to sign up for - visit www.ct.gov/DRS and follow the directions. Subscription services are available for employer's withholding tax, TSC-BUS Online Filing Alerts, News – Press Releases, and Top 100 Delinquency List.

CT-8109	Connecticut Withholding Tax Payment Form for Nonpayroll Amounts			
Connecticut Tax Registration Numb	per Federal I	Employer ID Number	Year	
>				
Complete the return in blue or black ink only. If Name, Address, and/or Identification Number(s) are incorrect, please complete Form CTC located after the instructions of this book.		Weekly Remitters Only:	Enter date nonpayroll	amount was paid / 2008
		1. Enter quarter (1, See instructions.	2, 3, or 4)	
		2. Connecticut tax w	vithheld	
		6		

SUBMIT ORIGINAL COUPON ONLY.
THIS IS A MACHINE READABLE DOCUMENT PERSONALIZED TO YOUR BUSINESS.

- See instructions for filing requirements.
- Do not file Form CT-8109 if no payment is due.
- Pay amount shown on Line 2.
- If filing by mail, use the preprinted mailing label to send payment to: DRS, PO Box 5055, Hartford CT 06102-5055
- Make your check payable to: Commissioner of Revenue Services.
- Write your Connecticut Tax Registration Number on your check.

Electronic Filing Options: Connecticut TSC (www.ct.gov/DRS)

CT-945		on of Withholding for Nonpayroll Amount	nts	
Connecticut Tax Registrati	on Number Fe	deral Employer ID Number	Due Date	
•	▶			
Complete the return in blue	or black ink only. If Name, Addi	ess, READ INSTRUC	CTIONS BEFORE COMPLETING	
and/or Identification Number(Form CTC located after the	s) are incorrect, please complete	1. Gross nonpayroll amou	unts 1.	00
-orm CTC located after the	INSTRUCTIONS OF THIS DOOK.	2. Gross Connecticut nonpo	ayroll amounts▶2.	00
		3. Connecticut tax withheld	▶ 3.	00
		4. Credit from prior year	▶4.	00
		5. Payments made for thi	s year ▶ 5.	00
		6. Total payments: Add Lin	e 4 and Line 5.▶6.	00
		7. Net tax due (or credit): Line	3 minus Line 6.▶ 7.	00
	er making payments of nonpayr		erest:► = 8.	00
amounts subject to withholding and enter date of		9. Amount to be credited	▶ 9.	00
SUBMIT ORIGINAL COUPON ONLY. THIS IS A MACHINE READABLE DOCUMENT PERSONALIZED TO YOUR BUSINESS.		10. Amount to be refunded	▶ 10.	00
		11. Total amount due: Add Lin	e 7 and Line 8. ▶11.	00
DRS, PO Box 2931, Hartford		L. B. O'Const. or		
	hat I have examined this return (in and statements) and, to the bes			
knowledge and belief, it is true		Title	Date	

Summary of Connecticut Tax Liability (See Instructions for Back of Form CT-945 on Page 5.)

January	February	March	April	May	June
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
July	August	September	October	November	December
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7 Total liability	for the year				00

CT-945 Back (Rev. 12/07)

CT-1096 Connecticut Annual Summary	ry and Transmittal of Information Returns	
Connecticut Tax Registration Number	Federal Employer ID Number Due Date	
>		
Complete the return in blue or black ink only. If Name, Address, and/or Identification Number(s) are incorrect, ple:		00
complete Form CTC located after the instructions of this		00
	3. Number of 1098s, 1099s, or W-2Gs submitted 3.	
	 Do not send a payment with this return. If filing by mail, use the preprinted mailing label to send to: DRS, PO Box 5081, Hartford CT 06102-5081 	
SUBMIT ORIGINAL COUPON ONLY. THIS IS A MACHINE READABLE DOCUMENT PERSONALIZED TO YOUR BUSINESS.	I declare under penalty of law that I have examined this return (includir accompanying schedules and statements) and, to the best of my know and belief, it is true, complete, and correct. I understand the pena willfully delivering a false return or document to DRS is a fine of not mor \$5,000, or imprisonment for not more than five years, or both.	wledge alty for
	Signature	

Complete for Each Period

Period		Connecticut Income Tax Withheld From Nonpayroll Amounts	
January 1 - March 31	1st Quarter		
April 1 - June 30	2nd Quarter		
July 1 - September 30	3rd Quarter		
October 1 - December 31	4th Quarter		
Total (This should equal Line 1 on the front of this return.)			00

If you are required to file federal Form 1096, you must file Form CT-1096. Attach every Copy 1 of the following:

Date

- Federal Form W-2G reporting Connecticut Lottery winnings paid to resident and nonresident individuals whether or not Connecticut income tax was withheld; or other gambling winnings paid to resident individuals whether or not Connecticut income tax was withheld;
- Federal Form 1098 reporting property taxes paid to a Connecticut municipality on real estate;
- Federal Form 1099-MISC reporting miscellaneous payments made to resident individuals, or, where the payments relate to services performed wholly or partly within Connecticut, to nonresident individuals whether or not Connecticut income tax was withheld;
- Federal Form 1099-R reporting distributions from pensions, annuities, retirement or profit-sharing plans, but only if Connecticut income tax was withheld;
- Federal Form 1099-S reporting proceeds from real estate transactions in Connecticut; and
- Federal Form 1099-G reporting unemployment compensation payments, but only if Connecticut income tax was withheld.

If you file **25** or more Forms 1098, 1099, or W-2G, you are **required** to file Form CT-1096 and Forms 1098, 1099, or W-2G **electronically**. You may request a waiver of the electronic filing requirements by completing **Form CT-8508** no later than January 15, 2009. If you file **24** or fewer Forms 1098, 1099, or W-2G, you may file using paper forms without a waiver.

For new information regarding electronic reporting requirements, visit the DRS website at **www.ct.gov/DRS** or call DRS at 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 by calling 860-297-4911.

СТС	C Withholding Co	orrect	ion / Reor	der Form		
Conn	r below any change to name or mailing address a necticut Tax Registration Number is listed incorre Registration Number and a new coupon book. Co	nd contin	ue to use this co	oupon book. If Federal Employe	er ID Number or ew Connecticut	
Conne	cticut Tax Registration Number		Federal Employ	er ID Number		
		Name				
		Addres	s			
		City		State	ZIP Code	
		Telepho	one			
			•	k box that applies:		
Se	ee reorder information on back.		ployer (Form CT-			
M	ail to:	☐ Payer of Nonpayroll Amounts (Form CT-8109) ☐ Both Employer and Payer of Nonpayroll Amounts				
	EPARTMENT OF REVENUE SERVICES			-y		
	O BOX 2937 ARTFORD CT 06104-2937	Signati	ure			
	o not send this form with any payment or other tax	c Title		Date		
re	eturn.					
	Appropriate Box for Coupon Reorde	er				
ook [Damaged or Destroyed:					
	Employers - Form CT-WH ☐ Paye	rs of N	onpayroll A	mounts - Form CT-8109		
	Additional Form CT-WH coupons need	ded for d	current year			
П	Additional Form CT-8109 coupons nee	aded for	current vear			
	·					
	CT Tax Reg. Number(s) is incorrect:] Empl	oyer 🔲 Pay	er of Nonpayroll Amounts		
	Enter correct CT Tax Reg. Number(s): Empl	oyer			
	Payer of Nonpay	roll Amo	ounts			
	Explain					
	Explain					
	Federal Employer ID Number (FEIN) is	incorre	ect, enter con	rect FEIN		
	Explain					

Form CT-W4P

Withholding Certificate for Pension or Annuity Payments



Purpose: Form CT-W4P allows Connecticut residents who receive pensions or annuities to instruct the payer of the pension or annuity to withhold Connecticut income tax.

You are **not required** to have Connecticut tax withheld from your pension or annuity payments. However, you must make estimated Connecticut income tax payments if your Connecticut income tax (after tax credits) minus Connecticut income tax withheld is \$1,000 or more, and you expect your Connecticut income tax withheld to be less than your required annual payment.

Your required annual payment is the **lesser** of:

- 90% of the income tax shown on your 2008 Connecticut income tax return; or
- 100% of the income tax shown on your 2007 Connecticut income tax return if you filed a 2007 Connecticut income tax return that covered a 12-month period.

You do not have to make estimated income tax payments if:

- You were a Connecticut resident during the 2007 taxable year and you did not file a 2007 income tax return because you had no Connecticut income tax liability; or
- You were a nonresident or part-year resident with Connecticut source income during the 2007 taxable year and you did not file a 2007 income tax return because you had no Connecticut income tax liability.

If you were a nonresident or part-year resident and you did **not** have Connecticut source income during the 2007 taxable year, then you **must** use 90% of the income tax shown on your 2008 Connecticut income tax return as your required annual payment.

Civil Unions

Effective for taxable years beginning on or after January 1, 2006, parties to a civil union recognized under Connecticut law must file their Connecticut income tax returns as if they were entitled to the same filing status accorded spouses under the Internal Revenue Code. This means that for purposes of calculating their Connecticut income tax liability, parties to a civil union must recompute their federal income tax liability as married filing jointly or married filing separately. Parties to a civil union may not calculate their Connecticut income tax liability as single

or, if applicable, head of household filers (although this will be their filing status for federal income tax purposes). Any reference on this form to a spouse also refers to a party to a civil union recognized under Connecticut law.

General Instructions

Complete the return in blue or black ink only. If you wish to have Connecticut income tax withheld from your pension or annuity payments, you may either:

- Complete the worksheet on the back of this form to estimate how much income tax to have withheld, round to the nearest whole dollar but not less than \$10, and enter this amount on Line 1. This option is for people who want to include all income in determining their withholding amount; **or**
- If you know how much you want your payer to withhold from each payment, you may fill in a whole dollar amount, but not less than \$10, on Line 1.

Please send a completed Form CT-W4P to the payer of your pension or annuity if you wish to have Connecticut income tax withheld.

Do not send this form to the Department of Revenue Services (DRS).

If you do not want tax withheld from your pension or annuity payments, do not return this form.

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: Forms and publications are available anytime by:

- 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 from a touch-tone phone or 860-297-4753 (from anywhere).

Detach and return this certificate to the payer of your pension. Keep the top portion for your records.

2008 Form	C	I-V	V4 P

Withholding Certificate for Pension or Annuity Payments

State of Connecticut
Department of Revenue Services

First Nam	e Middle Initial	Last Name	Social Security Number
			:::
Home Add	dress	PO Box	Claim or Identification Number (if any) of your Pension or Annuity Contract
City or To	wn	State ZIP Code	
1. Am	ount of Connecticut income tax y	.00	
Sign Here	Signature		Date

2008 Form CT-W4P Estimated Income Tax Worksheet

(Use this worksheet if you wish to include all 2007 estimated income in determining withholding amount.)

1.	Federal adjusted gross income you expect in the 2007 taxable year: from 2008 federal Form 1040ES, 2008 Estimated Tax Worksheet, Line 1.	1
2.	Allowable Connecticut modifications: See instructions below for additions or subtractions	5 2
3.	Connecticut adjusted gross income: Combine Line 1 and Line 2	
4.	Connecticut income tax: Complete the Tax Calculation Schedule below	4
5.	Apportionment factor: Connecticut residents enter 1.0000. Nonresidents and Part-Year Residents, see instructions, Page 3	5•
6.	Multiply Line 5 by Line 4.	6
7.	Credit for income taxes paid to qualifying jurisdictions: See instructions, Page 3	7
8.	Subtract Line 7 from Line 6.	8
9.	Estimated Connecticut alternative minimum tax: See instructions, Page 3	9
10.	Add Line 8 and Line 9.	10
11.	Adjusted net Connecticut minimum tax credit: See instructions, Page 3	11
12.	Total estimated income tax: Subtract Line 11 from Line 10	12
13.	Connecticut income tax withheld or expected to be withheld during the 2007 taxable year on income other than this pension or annuity	13
14.	Subtract Line 13 from Line 12. If this amount is less than \$1,000, you are not required to prepay this amount	14
15.	Amount to be withheld from each payment: Divide Line 14 by the number of payments you will receive in 2008. Round to the nearest whole dollar but not less than \$10. See instructions, Page 3.	15

Tax Calculation Schedule							
1. Enter the amount from Line 3 of the 2008 Form CT-W4P.	1						
2. Enter Personal Exemption from Table A, Exemptions, Page 4.	2						
3. Connecticut taxable income: Subtract Line 2 from Line 1. If less than zero, enter "0."	3						
4. Connecticut income tax from Table B, Connecticut Income Tax, Page 4.	4						
5. Enter decimal amount from Table C, Personal Tax Credits, Page 4. If zero, enter "0."	5	•					
6. Multiply the amount on Line 4 by the decimal amount on Line 5.	6						
7. Connecticut income tax: Subtract Line 6 from Line 4. Enter this amount on Line 4, 2008 Form CT-W4P above.	7						

Caution: If you expect to owe \$1,000 or more in Connecticut income tax after subtracting Connecticut income tax withheld, you may be required to make estimated payments. Generally, if you do not prepay (through **timely** estimated tax payments or withholding, or both) the lesser of 100% of the income tax shown on your 2007 Connecticut income tax return or 90% of the income tax shown on your 2008 Connecticut income tax return, you may owe interest at the rate of 1% per month or fraction of a month.

Instructions for Completing Worksheet

Line 1: Your estimated federal adjusted gross income.

Adjusted gross income means wages, interest, dividends, alimony received, and all income minus certain adjustments to income such as alimony paid and qualified contributions to an IRA.

Line 2: Enter the total of your estimated allowable Connecticut modifications.

Subtractions include any items included in federal adjusted gross income that are not taxable under Connecticut law.

Additions include items taxable under Connecticut law but not included in federal adjusted gross income.

See instructions for Schedule 1 - Modifications to Federal Adjusted Gross Income, of Form CT-1040, Connecticut Resident Income Tax Return or Form CT-1040NR/PY, Connecticut Nonresident and Part-Year Resident Income Tax Return.

Line 2 instructions continued on Page 3.

Social Security Benefit Adjustment Worksheet

	Enter the amount you expect to enter on Form CT-1040EZ , Connecticut Resident EZ Income Tax Return, Form CT-1040, or Form CT-1040NR/PY, Line 1.						
If yo	f your filing status is Single, Married Filing Separately, or Civil Union Filing Separately , is the amount on Line 1 \$50,000 or more?						
[Yes	Complete this worksheet.					
ſ	No	Do not complete this worksheet. Enter the amount of federally taxable Social Security benefits you Form 1040, Line 20b, or federal Form 1040A, Line 14b, on the 2008 Form CT-W4P, Line 2.	u ex	pect to report on federal			
-	If your filing status is Married Filing Jointly, Civil Union Filing Jointly, Qualifying Widow(er) With Dependent Child, or Head of Household, is the amount on Line 1 \$60,000 or more?						
[Yes	Complete this worksheet.					
[No	Do not complete this worksheet. Enter the amount of federally taxable Social Security benefits yo Form 1040, Line 20b, or federal Form 1040A, Line 14b, on the 2008 Form CT-W4P, Line 2.	u ex	pect to report on federal			
A. Enter the amount you reported on federal Publication 505,* Tax Withholding and Estimated Tax, Worksheet 2–1, 2007 Estimated Tax Worksheet–Line 1, Expected Taxable Social Security and Railroad Retirement Benefits. A.							
		If Line A is zero or less, stop here. Otherwise, go to Line B.					
В.	Enter the	e amount you reported on federal Publication 505*, Worksheet 2-1, Line 9.	B.				
		If Line B is zero or less, stop here. Otherwise, go to Line C.					
C.	Enter the	C.					
D.	D. Multiply Line C by 25% (.25).						
E.	Expected Workshe	E.					
F.	and as a	Security Benefit Adjustment : Subtract Line D from Line E. Enter the amount here a subtraction on the 2008 Form CT-W4P, Line 2. If Line D is greater than or equal to enter "0."	F.				

Line 2 (continued)

Social Security Benefit Adjustment: If you will file a federal income tax return as single or married filing separately and you expect your 2008 federal adjusted gross income will be less than \$50,000, enter as a subtraction the amount of federally taxable Social Security benefits you expect to report on your 2008 federal Form 1040, Line 20b, or federal Form 1040A, Line 14b. If you will file a federal income tax return as married filing jointly or head of household and you expect your federal adjusted gross income will be less than \$60,000, enter as a subtraction the amount of federally taxable Social Security benefits you expect to report on your 2008 federal Form 1040, Line 20b, or federal Form 1040A, Line 14b. If you expect your federal adjusted gross income will be above the threshold for your filing status, complete the Social Security Benefit Adjustment Worksheet above and include the amount from Line F as a subtraction on Line 2.

Line 3 - Nonresidents and Part-Year Residents Only: If your Connecticut source income is greater than your Connecticut adjusted gross income, enter your Connecticut source income.

Line 5 - Apportionment Factor: Nonresidents and part-year residents, if your Connecticut source income is **greater than or equal** to your Connecticut adjusted gross income, enter 1.0000. If your Connecticut source income is **less than** your Connecticut adjusted gross income, complete the following calculation and enter the result on Line 5.

Connecticut Source Income
Connecticut Adjusted Gross Income (Line 3) = Line 5

Do not enter a number less than zero or greater than 1. If the result is less than zero, enter "0;" if greater than 1, enter 1.0000. Round to four decimal places.

Line 7 - Resident and Part-Year Residents Only: Enter estimated allowable credit for income taxes paid to qualifying jurisdictions. Enter "0" if not applicable. See instructions for *Schedule 2 - Credit for Income Taxes Paid to Qualifying Jurisdictions*, of Form CT-1040 or Form CT-1040NR/PY.

Line 9: If you expect to owe federal alternative minimum tax for the 2008 taxable year, you may also owe Connecticut alternative minimum tax. Enter your estimated Connecticut alternative minimum tax liability. See instructions for Form CT-6251, Connecticut Alternative Minimum Tax Return - Individuals.

Line 11: Enter estimated allowable adjusted net Connecticut minimum tax credit. Enter "0" if you are not entitled to a credit, or if you entered an amount on Line 9. See instructions for **Form CT-8801**, *Credit for Prior Year's Connecticut Minimum Tax for Individuals, Trusts, and Estates.*

Line 15: Divide the amount on Line 14 by the number of pension or annuity payments you will receive in 2008. Round to nearest whole dollar but not less than \$10. Enter this amount on Line 1 of the certificate on the front of this form.

You may obtain federal Publication 505 by calling the Internal Revenue Service IRS) at **1-800-829-3676** or by visiting the IRS website at **www.irs.gov** to download and print.

Table A - Exemptions for 2008 Taxable Year

Use the filing status that you expect to report on your 2008 tax return and your Connecticut AGI* (from *Tax Calculation Schedule*, Line 1) to determine your exemption.

Single		Married or Civil Union Filing Jointly or Qualified Widow(er)		Married or Civil Union Filing Separately			Head of Household				
Connec	ticut AGI*		Connec	ticut AGI*		Connec	ticut AGI*		Connec	ticut AGI*	
More Than	Less Than or Equal To	Exemption	More Than	Less Than or Equal To	Exemption	More Than	Less Than or Equal To	Exemption	More Than	Less Than or Equal To	Exemption
\$ 0 \$26,000 \$27,000 \$28,000 \$29,000 \$30,000 \$31,000 \$32,000 \$34,000 \$35,000 \$36,000 \$37,000 \$38,000	\$26,000 \$27,000 \$28,000 \$29,900 \$30,000 \$31,000 \$33,000 \$34,000 \$35,000 \$36,000 \$37,000 \$38,000 and up	\$13,000 \$12,000 \$11,000 \$10,000 \$ 9,000 \$ 8,000 \$ 7,000 \$ 6,000 \$ 5,000 \$ 4,000 \$ 2,000 \$ 1,000 \$ 0	\$ 0 \$48,000 \$49,000 \$51,000 \$51,000 \$53,000 \$54,000 \$55,000 \$56,000 \$57,000 \$58,000 \$61,000 \$61,000 \$62,000 \$64,000 \$65,000 \$65,000 \$66,000 \$67,000 \$69,000 \$70,000 \$71,000	\$48,000 \$49,000 \$50,000 \$51,000 \$53,000 \$54,000 \$55,000 \$56,000 \$57,000 \$60,000 \$61,000 \$62,000 \$64,000 \$64,000 \$66,000 \$66,000 \$67,000 \$66,000 \$67,000 \$67,000 \$67,000 \$67,000 \$70,000 \$71,000 and up	\$24,000 \$23,000 \$22,000 \$21,000 \$19,000 \$18,000 \$17,000 \$16,000 \$14,000 \$13,000 \$11,000 \$11,000 \$10,00	\$ 0 \$24,000 \$25,000 \$26,000 \$27,000 \$28,000 \$30,000 \$31,000 \$32,000 \$33,000 \$34,000 \$35,000	\$24,000 \$25,000 \$26,000 \$27,000 \$28,000 \$30,000 \$31,000 \$32,000 \$33,000 \$34,000 \$35,000 and up	\$12,000 \$11,000 \$10,000 \$ 9,000 \$ 8,000 \$ 7,000 \$ 6,000 \$ 5,000 \$ 4,000 \$ 2,000 \$ 1,000 \$ 0	\$ 0 \$38,000 \$39,000 \$40,000 \$41,000 \$42,000 \$43,000 \$45,000 \$46,000 \$47,000 \$48,000 \$51,000 \$51,000 \$51,000 \$51,000 \$55,000 \$55,000	\$38,000 \$39,000 \$41,000 \$41,000 \$43,000 \$44,000 \$45,000 \$46,000 \$47,000 \$49,000 \$50,000 \$51,000 \$52,000 \$52,000 \$53,000 \$54,000 \$66,000 and up	\$19,000 \$18,000 \$17,000 \$16,000 \$15,000 \$14,000 \$13,000 \$11,000 \$10,000 \$ 9,000 \$ 8,000 \$ 7,000 \$ 6,000 \$ 4,000 \$ 3,000 \$ 2,000 \$ 1,000 \$ 0

Table B - Connecticut Income Tax for 2008 Taxable Year

Single/Married Filing Separately or Civil Union Filing Separately	Married or Civil Union Filing Jointly or Qualifying Widow(er)	Head of Household		
If the amount on Line 3 of the Tax Calculation Schedule is:	If the amount on Line 3 of the Tax Calculation Schedule is:	If the amount on Line 3 of the Tax Calculation Schedule is:		
Less than or equal to \$10,000, multiply by .03. More than \$10,000, multiply the excess over \$10,000 by .05 and add \$300	Less than or equal to \$20,000, multiply by .03. More than \$20,000, multiply the excess over \$20,000 by .05 and add \$600	Less than or equal to \$16,000, multiply by .03. More than \$16,000, multiply the excess over \$16,000 by .05 and add \$480		
For example, if the amount on Line 3 is \$13,000 enter \$450 on Line 4. \$13,000 - \$10,000 = \$3,000 \$3,000 x .05 = \$150 \$150 + \$300 = \$450	For example, if the amount on Line 3 is \$22,500 enter \$725 on Line 4. \$22,500 - \$20,000 = \$2,500 \$2,500 x .05 = \$125 \$125 + \$600 = \$725	For example, if the amount on Line 3 is \$20,000 enter \$680 on Line 4. \$20,000 - \$16,000 = \$4,000 \$4,000 x .05 = \$200 \$200 + \$480 = \$680		

Table C - Personal Tax Credits for 2008 Taxable Year

Use the filing status that you expect to report on your 2008 tax return and your Connecticut AGI* (from *Tax Calculation Schedule*, Line 1), to determine your decimal amount.

(IIOIII Tax	Calculation 30	Jiledule, Lille	i), to deteri	nine your dec	illiai allioulit.	I					
	Single			r Civil Union Filir Qualified Widow(Mari	Married or Civil Union Filing Head of Househo Separately		Head of Household		I
Connec	ticut AGI*		Connec	ticut AGI*		Connec	ticut AGI*		Connec	ticut AGI*	
More Than	Less Than or Equal To	Decimal Amount	More Than	Less Than or Equal To	Decimal Amount	More Than	Less Than or Equal To	Decimal Amount	More Than	Less Than or Equal To	Decimal Amount
\$13,000	\$16,300	.75	\$24,000	\$30,000	.75	\$12,000	\$15,000	.75	\$19,000	\$24,000	.75
\$16,300	\$16,800	.70	\$30,000	\$30,500	.70	\$15,000	\$15,500	.70	\$24,000	\$24,500	.70
\$16,800	\$17,300	.65	\$30,500	\$31,000	.65	\$15,500	\$16,000	.65	\$24,500	\$25,000	.65
\$17,300	\$17,800	.60	\$31,000	\$31,500	.60	\$16,000	\$16,500	.60	\$25,000	\$25,500	.60
\$17,800	\$18,300	.55	\$31,500	\$32,000	.55	\$16,500	\$17,000	.55	\$25,500	\$26,000	.55
\$18,300	\$18,800	.50	\$32,000	\$32,500	.50	\$17,000	\$17,500	.50	\$26,000	\$26,500	.50
\$18,800	\$19,300	.45	\$32,500	\$33,000	.45	\$17,500	\$18,000	.45	\$26,500	\$27,000	.45
\$19,300	\$19,800	.40	\$33,000	\$33,500	.40	\$18,000	\$18,500	.40	\$27,000	\$27,500	.40
\$19,800	\$21,700	.35	\$33,500	\$40,000	.35	\$18,500	\$20,000	.35	\$27,500	\$34,000	.35
\$21,700	\$22,200	.30	\$40,000	\$40,500	.30	\$20,000	\$20,500	.30	\$34,000	\$34,500	.30
\$22,200	\$22,700	.25	\$40,500	\$41,000	.25	\$20,500	\$21,000	.25	\$34,500	\$35,000	.25
\$22,700	\$23,200	.20	\$41,000	\$41,500	.20	\$21,000	\$21,500	.20	\$35,000	\$35,500	.20
\$23,200	\$27,100	.15	\$41,500	\$50,000	.15	\$21,500	\$25,000	.15	\$35,500	\$44,000	.15
\$27,100	\$27,600	.14	\$50,000	\$50,500	.14	\$25,000	\$25,500	.14	\$44,000	\$44,500	.14
\$27,600	\$28,100	.13	\$50,500	\$51,000	.13	\$25,500	\$26,000	.13	\$44,500	\$45,000	.13
\$28,100	\$28,600	.12	\$51,000	\$51,500	.12	\$26,000	\$26,500	.12	\$45,000	\$45,500	.12
\$28,600	\$29,100	.11	\$51,500	\$52,000	.11	\$26,500	\$27,000	.11	\$45,500	\$46,000	.11
\$29,100	\$52,000	.10	\$52,000	\$96,000	.10	\$27,000	\$48,000	.10	\$46,000	\$74,000	.10
\$52,000	\$52,500	.09	\$96,000	\$96,500	.09	\$48,000	\$48,500	.09	\$74,000	\$74,500	.09
\$52,500	\$53,000	.08	\$96,500	\$97,000	.08	\$48,500	\$49,000	.08	\$74,500	\$75,000	.08
\$53,000	\$53,500	.07	\$97,000	\$97,500	.07	\$49,000	\$49,500	.07	\$75,000	\$75,500	.07
\$53,500	\$54,000	.06	\$97,500	\$98,000	.06	\$49,500	\$50,000	.06	\$75,500	\$76,000	.06
\$54,000	\$54,500	.05	\$98,000	\$98,500	.05	\$50,000	\$50,500	.05	\$76,000	\$76,500	.05
\$54,500	\$55,000	.04	\$98,500	\$99,000	.04	\$50,500	\$51,000	.04	\$76,500	\$77,000	.04
\$55,000	\$55,500	.03	\$99,000	\$99,500	.03	\$51,000	\$51,500	.03	\$77,000	\$77,500	.03
\$55,500	\$56,000	.02	\$99,500	\$100,000	.02	\$51,500	\$52,000	.02	\$77,500	\$78,000	.02
\$56,000	\$56,500	.01	\$100,000	\$100,500	.01	\$52,000	\$52,500	.01	\$78,000	\$78,500	.01
\$56,500	and up	.00	\$100,500	and up	.00	\$52,500	and up	.00	\$78,500	and up	.00

Comparison of Federal and Connecticut Filing Rules

(for most commonly filed withholding forms)

	Federal							
Nonpayroll Amounts								
Withholding Payments	Payments are deposited as required by payer's remitter classification for federal withholding tax purposes.							
Annual Reconciliation	File Form CT-945 for the calendar year. File Form CT-1096 with every state copy of federal forms listed on Pages 11. Form CT-1096 is located in the back section of the <i>Withholding Remittance Coupon Book for Payers of Nonpayroll Amounts</i> .	File federal Form 945 and federal Form 1096.						

Due Dates for Filing Informational Returns Required by DRS

Due Date for CT Info	rmational Returns	Due Date for Federal Informational Returns			
For Paper Filing	If Informational Return Filed Electronically for Federal Purposes	For Paper and Magnetic Filing	If Informational Return Filed Electronically for Federal Purposes		
Form CT-1096 Last day of February	Form CT-1096 Last day of March	Federal Form 1096 February 28	Federal Form 1096 March 31		

If any due date falls on a Saturday, Sunday, or legal holiday, the next business day is the due date.

You may request an extension of time to file the informational returns listed in the above chart. See **Form CT-8809**, *Request for Extension of Time to File Informational Returns*, for additional information.

Notes

Connecticut Taxpayer Service Center

Connecticut income tax filers can file their tax returns, extensions, and estimates, at no charge, by Internet using the Taxpayer Service Center (TSC). For more information about the TSC, visit the DRS website at

www.ct.gov/DRS.

Also visit the *TSC* to file, pay, review, and modify your Connecticut tax account information online.

	Tax Info	ormation	Forms	and Publications	
Telephone	Division at 1-800-382-	call our Taxpayer Services 9463 (Connecticut calls ford calling area only); or where).	1-800-382-9463 (Connecticut calls outside the Greater Hartford calling area only) and select Option 2 ; or 860-297-4753 (from anywhere).		
Write	Taxpayer Ser 25 Sigour	Revenue Services vices Division ney Street I' 06106-5032	Department of Revenue Services Forms Unit 25 Sigourney Street Hartford CT 06106-5032		
	Location	Addres	s	Phone **	
Walk-in	Bridgeport	10 Middle Street		203-336-7890	
Offices *	Norwich	2 Cliff Street		860-425-4125	
Free personal taxpayer assistance and forms are	Hamden	3074 Whitney Avenue	e, Building #2	203-287-8243	
available by visiting our offices.	Waterbury	55 West Main Street,	Suite 100	203-805-6789	
If you require special accommodations,	Hartford	25 Sigourney Street		860-297-5962	
please advise the DRS representative.	Friday, 8:00 a.m. to	e Hartford office are Mor 5:00 p.m; all other location ough Friday, 8:30 a.m. to	** All calls are answered at our Customer Service Center, not at the local office.		

Federal Tax Information	Statewide Services
For questions about federal taxes, visit www.irs.gov or contact the	Visit the ConneCT website at www.ct.gov
Internal Revenue Service (IRS) at 1-800-829-1040.	for information on statewide services and
To order federal tax forms, call 1-800-829-3676.	programs.

Department of Revenue Services State of Connecticut 25 Sigourney Street Hartford CT 06106-5032