

(Rev. 12/03)

FORM CT-WH (DRS/N)

CONNECTICUT WITHHOLDING TAX PAYMENT FORM

Purpose: The attached **Form CT-WH (DRS/N)**, *Connecticut Withholding Tax Payment Form*, may be used by new employers or employers who have not received the *Employer's Withholding Remittance Coupon Book*. This is an interim coupon to be used

only until the issuance of the *Employer's Withholding Remittance Coupon Book*. Once the book is received, only the preprinted coupons contained in the book should be used.

EMPLOYER'S RECORD OF PAYMENT

1. ENTER QUARTER (1, 2, 3, or 4) (See instructions)		
2. CONNECTICUT TAX WITHHELD		
3. PAYMENT DATE:		

Did you know you can file this return by
Internet or Telephone?
See Electronic Filing Options below.

All employers are required to withhold Connecticut income tax from employee wages at the time wages are paid. Use Form CT-WH (DRS/N) to make your payments to the Connecticut Department of Revenue Services (DRS). Due dates for payment of Connecticut withholding tax on wages are the same as the due dates for the employer's deposit of federal income tax withholding. Each time you are required to make a federal tax deposit, you are required to mail a payment to DRS of all Connecticut income tax withheld. However, if your Connecticut withholding tax liability is less than \$500 for a calendar quarter, you may remit the tax

quarterly with **Form CT-941**, *Connecticut Quarterly Reconciliation of Withholding*. Special rules apply for household employers. See **Special Notice 96(8)**, *1996 Legislative Changes Concerning "Nanny Tax" Withholding*.

This form is to be used by employers for payments of Connecticut withholding tax on wages only. Payers of nonpayroll amounts must use **Form CT-8109**, *Connecticut Withholding Tax Payment Form for Nonpayroll Amounts*.

Do not file Form CT-WH (DRS/N) if no payment is due.

INSTRUCTIONS FOR COMPLETING FORM CT-WH (DRS/N)

Enter name, address, and identification numbers in appropriate boxes.

Line 1:

Enter the number of the quarter to which this payment applies. Enter "1" for the 1st quarter (January 1 to March 31); "2" for the 2nd quarter (April 1 to June 30); "3" for the 3rd quarter (July 1 to September 30); or "4" for the 4th quarter (October 1 to December 31).

Note: If the tax liability was incurred during one quarter and paid to DRS in another quarter, **enter the number for the quarter in which the tax liability was incurred**. For example, if the tax liability was incurred in March and paid to DRS in April, enter "1" on Line 1 of Form CT-WH (DRS/N).

Line 2:

Enter the total amount of Connecticut income tax withheld from wages since your last payment was made to DRS. Pay the total

amount shown on Line 2. If you are filing Form CT-WH (DRS/N) by mail, send your completed coupon and payment to: DRS, PO Box 2931, Hartford CT 06104-2931. Make your check payable to: COMMISSIONER OF REVENUE SERVICES. Write your Connecticut Tax Registration Number, and the calendar quarter to which this payment applies, on your check.

Electronic Filing Options:

File this form by using **Connecticut Fast-File** –
File by Internet: www.ct.gov/DRS or
Telephone: **860-947-1988**

For information on the Connecticut Fast-File Program, visit the DRS Web site at www.ct.gov/DRS and click on File Returns On-Line, or call the DRS Forms Unit at 860-297-4753 and request DRS 2001(3), Connecticut Fast-File, booklet.



SEPARATE HERE AND MAIL COUPON TO DEPARTMENT OF REVENUE SERVICES. KEEP THE TOP PORTION FOR YOUR RECORDS.

CT-WH (DRS/N) CONNECTICUT WITHHOLDING TAX PAYMENT 2004

CONNECTICUT TAX REGISTRATION NUMBER	FEDERAL EMPLOYER ID NUMBER	YEAR 2004
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ENTER NAME AND ADDRESS BELOW. PLEASE PRINT OR TYPE.

1. ENTER QUARTER (1, 2, 3, or 4) (See instructions)		
2. CONNECTICUT TAX WITHHELD		

Do not file this Form CT-WH (DRS/N) if no payment is due.

Pay total amount shown on Line 2.

If filing by mail, send your payment to:

DRS, PO Box 2931, Hartford CT 06104-2931

Make your check payable to: Commissioner of Revenue Services.

Write your Connecticut Tax Registration Number on your check.

Electronic Filing Options: Connecticut Fast-File

File by Internet: www.ct.gov/DRS or Telephone: **860-947-1988**

DO NOT FOLD OR BEND COUPON