



EDUCATION TRAINING FEE REMITTANCE REPORT for FISCAL YEAR 7/1/2017- 6/30/2018

1. Name, Address, and Telephone Number of Municipality Submitting Report:

Municipality Address Zip Code Telephone (_____) _____

2. Period Covered By Report:

July 1, 2017 to September 30, 2017 (due **October 31, 2017**)
October 1, 2017 to December 31, 2017 (due **January 31, 2018**)
January 1, 2018 to March 31, 2018 (due **April 30, 2018**)
April 1, 2018 to June 30, 2018 (due **July 31, 2018**)

3. Total Construction Value of All Permits Issued During Reporting Period =

4. Divide Amount Shown on Line 3 By 1000 =

5. Multiply Amount on Line 4 By **.26** =

6. Multiply amount on Line 4 by **.01** =

This is the amount that may be retained by the municipality for administrative costs.

7. Subtract Line 6 from Line 5 =

7a Subtract CREDITS from any OVERPAYMENTS (if applicable) =
Enter zero if no overpayments were made.

7b Balance Due =

8. Amount on Line 7b is the amount to be remitted to the State of Connecticut. Report and check must be mailed in time to reach the Division of Construction Services **no later than the due date indicated above.**

Check must be made payable to: **"State of Connecticut"**. Please remit check with original report to:

State of Connecticut
DAS-Office of Education and Data Management
ATTN: EDUCATION FEES
450 Columbus Blvd, Suite 1306
Hartford, CT 06103

9. Name of Building Official Submitting Report: _____

10. Building Official's Signature: _____

11. Date Report Completed: _____

Directions to complete the Education Training Fee Remittance Report form:

Line 1 - Requires the name, address, and telephone number of the municipality submitting this report. Type or print in permanent black ink.

Line 2 - Indicates the period covered by this report. Check only one box per report. Note the due date for each reporting period.

Line 3 - Requires the total construction value of all building permits issued by the municipality during the reporting period. This includes permits for new construction, additions, alterations, renovations, re-roofing, siding, plumbing, mechanical, electrical, etc. This does **not** include permits issued for demolition, zoning, wetlands, septic systems, etc. The educational fee must be collected even when the building permit fee is waived (i.e. municipal, religious, non-profit projects) by the municipality.

Line 4 - Divide the amount shown on Line 3 (Total Construction Value of All Permits Issued during Reporting Period) by 1000. Enter this amount on Line 4.

Line 5 - Multiply the amount on Line 4 by **.26**. Enter this amount on Line 5.

Line 6 - Multiply amount on Line 4 by **.01**. Enter this amount on Line 6. This is the amount that may be retained by the municipality for administrative costs.

Line 7 - Subtract Line 6 from Line 5. Enter on Line 7.

Line 7a – Subtract CREDITS from any OVERPAYMENTS if you were notified by the Division of Construction Services that an overpayment was made. Enter on Line 7a. Include a copy of the overpayment/credit notice with your payment. Enter zero if no such overpayment was made.

Line 7b – Subtract Line 7a from Line 7. Enter on Line 7b. This is the amount to be remitted to the State of Connecticut.

Line 8 - The report and check must be mailed in time to reach the Division of Construction Services **no later than the due date** noted for the period checked on Line 2.

Please remit check payable to: **“State of Connecticut”** with original report to:

State of Connecticut
DAS-Office of Education and Data Management
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Line 9 - Requires the name of the Building Official submitting this report.

Line 10 - Requires the signature of the Building Official submitting the report.

Line 11 - This is the date the report is completed.