State of Connecticut
Department of Administrative Services
Office of Education and Data Management

Code Training and Education Fee Remittance Report for Fiscal Year 7/1/2020- 6/30/2021

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

_____ _____ (____)_____

Municipality Address Zip Code Telephone

2. Period Covered By Report:
   - ☐ July 1, 2020 to September 30, 2020 (due **October 31, 2020**)
   - ☐ October 1, 2020 to December 31, 2020 (due **January 31, 2021**)
   - ☐ January 1, 2021 to March 31, 2021 (due **April 30, 2021**)
   - ☐ April 1, 2021 to June 30, 2021 (due **July 31, 2021**)

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

4. Divide Amount Shown on Line 3 By 1000 = _____ $ 0.00

5. Multiply Amount on Line 4 By **.26** = _____ $ 0.00

6. Multiply amount on Line **4** by **.01** = _____ $ 0.00
   This is the amount that may be retained by the municipality for administrative costs.

7. Subtract Line 6 from Line 5 = _____ $ 0.00

   7a Subtract CREDITS from any OVERPAYMENTS (if applicable) = _____ $ 0.00
   Enter zero if no overpayments were made.

   7b Balance Due = _____ **$ 0.00**

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 Office of Education and Data Management **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 Code Training and Education 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 Office of Education and Data Management 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 Office of Education and Data Management **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
ATTN: Code Training & Education Fees
450 Columbus Blvd. Suite 1306
Hartford, CT 06103

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.